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THE BIBLE AGENT'S GUIDE.

THE AMERICAN BIBLE SOCIETY—having the *world* for its field, and the circulation of the Scriptures for its object—operates for this purpose abroad, by the instrumentality of missionaries, and at home through the medium of auxiliary societies. These auxiliaries usually embrace a single County, and now number between fifteen hundred and two thousand. As it is found that they are essential to the greatest usefulness of the Parent Society, it is designed to increase the number from time to time, until each County in the Union has one.

In some of the States the formation of societies has been extended still farther; one being organized in each town or precinct auxiliary to the County Society, and sustaining a similar relation to it that this does to the American. Each of these branch societies has a small depository of Bibles and Testaments, and a local agent, generally, in every school district, to assist in raising funds and circulating the Scriptures. Immediately after each annual meeting, an effort is made in all of the districts for these purposes. Subscriptions are taken payable *annually*; the agent collecting the annual instalments as they fall due, and inviting those who are not members to become such, by pledging and paying such sums as they choose.

The plan of operating [through] branch Societies has a number of advantages :

1st. A more general interest is excited. The people feel that these local Societies, organized in their own neighborhoods, with their officers selected from among them, their annual meetings held in their midst, and of which all are invited to become members, are *their own*, and hence manifest much more interest in sustaining them than they would a mere county organization, having its head quarters at a distance, controlled by men with whom they are unacquainted, and the annual meetings of which they seldom or never attend.

2nd. The work of raising funds and circulating books is done more effectually. Where funds are raised merely by public collections, only a portion of the friends of the cause are reached, and where books are circulated by a Bible Colporteur but once in three or four years, many families remain unsupplied during part of the interim. But on the plan proposed, each family is reached with a subscription book and with Bibles and Testaments every year.

3d. The establishment of *Depositories*. One of these is connected with each branch Society, from which Bibles and Testaments may be obtained at low prices, or for gratuitous distribution, where necessary. These depositories being accessible to all, thousands of copies of the Scriptures are annually issued from them, which would not be circulated if there were County Depositories *only*.

4th. It is more *economical*. The labors of the local agents are *gratuitous*, and thus expense is saved. On the old plan of employing Bible Colporteurs to circulate the Scriptures and do little or nothing else, a large share of what is received from their sale is exhausted in paying for their circulation, and at the close of the effort the County Society is often deeply in debt for Bibles and Testaments, without the means of paying. There is no sufficient reason why many of these books should not be circulated without cost, and by securing local agents to do it, we not only save expense, but confer a favor on these fellow-laborers. There is also no sufficient reason why a traveling agent should not be both a collector and distributor at the same time, and thus pay his own way several times over. Although some of the work has to be performed by salaried agents, yet it is much less than would be necessary did they not have the assistance of the local ones, for even if some of the latter are inefficient, others will perform a great deal of valuable service. The traveling agents can also operate much more successfully in their visits from house to house, if they have a local agent—a neighbor to pilot them, introduce them, and aid them by their influence and advocacy, than they could without.

5th. The *reflex influence* exerted upon the local agents is valuable. They find that in watering others they are watered themselves—that it promotes their own growth in grace and preparation for heaven, to labor for the welfare of others—that they are especially benefited and quickened in the Divine life, by supplying the destitute poor with the Scriptures, and witnessing their gratitude upon the reception of the gifts.

6th These local societies, like those of which they are branches, circulate the Scriptures without *note* or *comment*, and hence are sustained by different denominations. The union of Christians in their respective localities, for the promotion of a common Christian and philanthropic object, will have a tendency to demolish the sectarian walls which divide them, and thus be productive of good.

The plan of taking subscriptions payable *annually*, also has its advantages:

1st. It obviates the necessity of getting up an entirely new subscription list every year, and thus saves agency.

2nd. *It secures a larger income.* Where an individual subscribes to pay but once, he frequently neglects to redeem his pledge until the close of the year, or the commencement of the next, and then pleads that he cannot make a subscription for another year, because he has just paid his old one, or, perhaps, because he has not yet paid it. But the amount of an *annual* subscription becomes due at a certain time each year, and if a member has neglected to make his yearly payments, we call on him at the same time for as many installments as remain unpaid, and thus secure an *equivalent* for an annual donation, though it may not have been paid annually.

3d. *It cultivates habits of systematic beneficence.* The principle usually acted upon is to give what *happens* to be convenient, and hence, if there is a partial failure of crops, or pressure in the money market, benevolent contributions are among the first things curtailed. They *should* be among the last, and hence, the friends of our principal benevolent institutions, should adopt the plan of giving a certain amount annually to each, whether it is exactly *convenient* or not; and if necessary, retrench expenditures for themselves, instead of their gifts to the cause of Christ. By

pledging certain sums to be paid at certain seasons annually, individuals will know, also, at what times they become due—can lay by money to meet those payments, and will cultivate habits of *system* in giving, now so rare, yet so important.

The plan of operating through branch Societies, by local agents and annual subscriptions, has been in operation in one of the North-western States for several years, and has been found to work *well*. The number of branch Societies organized here has been over one thousand, not twenty of which have ceased to exist; and the State, though behind several others in population and wealth, is now the third in the Union in the amount of its remittances to the American Bible Society. It is true that there is much machinery connected with this plan, and it requires *care, experience, efficiency* and *perseverance* to manage it successfully; but we think it better to have some machinery and accomplish something commensurate with the importance of the object, rather than to have a plan so simple as to be almost destitute of power.

NEED OF AGENTS.

That traveling agents for the promotion of the Bible cause are needed is obvious to officers of Bible Societies who have an opportunity of learning how little would be accomplished without them. But some who are differently situated do not understand why the duties of agents can not be performed by Pastors. Such persons seem to suppose that the duty of an agent is merely to raise money, whereas our Bible Societies have few if any *mere collecting* agents. If nothing were to be done but to raise funds, and if Pastors would take hold of this work, as they might, and especially if the Bible Society were a denominational institution, it is possible that agents might be dispensed with, though experience proves that men who devote their attention to a single object, can accomplish more for it than those whose attention is divided among several. But the truth is, that raising funds is only one out of *many* things requiring the attention of agents; and our Bible Societies would find it important to employ them even if they did not get a dollar in donations personally. Even if the work can be performed to a great extent by others gratuitously, there must be some one well acquainted with it, to lay it out, and superintend its execution. Agents are expected to diffuse information, awaken an interest, organize and set in motion Societies, order books, establish depositories, settle accounts, collect dues, remit funds, &c., &c.,—duties which will often be neglected by those not specially devoted to the work. They are also expected to perform important *missionary* labor; to search out and supply the destitute with the Scriptures; recommend their perusal, and a conformity to their precepts. There are thousands of families in our country who will never have the Bible unless it is taken to their homes by paid agents, and the money expended for this missionary service, if necessary, is just as legitimately expended as that for the purchase of books. When men give money to the Bible cause they ought not to expect that every cent of their contributions will be laid out in the purchase of Bibles, for these will do no good unless they are put into circulation. It is sometimes asked, if Missionary Societies can get along without agents, why not Bible Societies? We reply that Missionary Societies do *not* get along without them. Their agents or missionaries are in foreign lands, and nearly all that these Societies raise is very properly expended in their support. On the contrary, the missionaries or agents of

Bible Societies are performing an equally important work at home ; and if efficient, only a small part of what is raised need be expended in their support.

The efficiency of the system, and the permanence of the organizations proposed in this pamphlet, will depend very much upon the traveling agents ; and the principal object in preparing it is to point out their qualifications and duties in connection with these organizations.

GENERAL AGENT.

A superintendent in this movement is *indispensable*—just as indispensable as that a watch should have a main-spring—and the General Agent sustains a similar relation to the machinery of this system that the main-spring does to the other machinery of a watch. *He keeps it moving.* He organizes and resuscitates County Societies—confers with their committees in relation to the plan and its prosecution—finds suitable men for county agents, and recommends their employment—furnishes them with the necessary papers, and takes charge of what are left at the close of their labors—keeps up a correspondence with them, and labors with them when practicable—assists in providing Counties with agents *at the right time*, and agents with fields of labor—presents the Bible cause in the more important places, and diffuses information in relation to it through the press—sees that books are ordered and funds remitted—settles accounts and collects dues—attends annual meetings, and in various other ways, labors to promote the cause to which he is devoted.

Hence, he should be a *business* man, and a man willing to devote himself to business six days out of every seven. No one who considers his work done for the week, when he has presented the cause on the Sabbath, should accept of such an agency. Nor should he be unwilling to engage in personal solicitation, and perform, when occasion requires, the duties of a county agent. Nor should he leave it to the societies or committees to do the work alone. He and his paid assistants must do much of it themselves, *through* the Societies, with their assent and co-operation. Nor should the work be allowed to stop long in any county, on account of the difficulty of securing the requisite number of county agents. *They must* be secured, and at the right time, also. It will not answer to have a county visited when it happens to be convenient ; but a particular time each year should be assigned to each county, and agents secured to make the effort at that time without fail. No such word as “cannot” should have any place in the system. Nor should any general agent adopt the plan proposed who does not design to continue in the work for years, and *carry out* the system which he commences. It is better not to form branch societies at all than to leave them to die, and the subscriptions and books deposited with them to be lost.

COUNTY AGENTS.

These are both collecting and distributing Agents. They form branch societies, and attend annual meetings—present the Bible Cause to congregations on the Sabbath, and visit from house to house during the week—furnish local agents with the necessary books and papers, and assist them in the discharge of their duties—send out numerous circulars, write numerous letters—examine and settle accounts, and in general act as the Executive of the Society for which they labor. Each County Society has an agent for a few weeks or

months annually, as there is no other method by which the branch Societies can be kept in active operation. But as his services are not needed in one County for the whole year, he labors in several contiguous ones—the annual meetings in these Counties being held in such successive order that he can attend them all. By this arrangement the Agent can have constant employment, and the Societies can have the labors of an experienced agent, which is *very* important. The General Agent confers with the County Committees, and the candidates for employment, and makes arrangements for their labors, in case they are acceptable. When an agent completes the effort in a County, he receives his compensation for the time spent there, and charges the next County Society for the time spent in *its* service. The field of a County Agent usually embraces from four to six Counties, thus giving him two or three months annually to each. With such assistance as he can secure from the local agents, he is expected to keep the machinery in these counties in active operation—to have the field well supplied with the Scriptures, and make it productive of funds for the general Cause. After he has acquired some experience, he can perform, to some extent, the duties of a General Agent on his particular field, as well as those of a County Agent, and thus render the visits of an Agent of the Parent Society unnecessary. He is also expected to be the *Corresponding Secretary* for his district, keeping the organizations within its bounds in motion by his pen, when he is unable to do so by his presence. On subsequent pages, various duties requiring the use of the pen will be pointed out, and he will have occasion to use it during all of his leisure moments. [No one who cannot compose and write rapidly, perspicuously and courteously, or who is unwilling to attend to the necessary correspondence, as well as to other duties, should aspire to such a position.

The prosperity of the Cause on any field will depend very much upon the qualifications of the Agent. Among others, he should possess the following:

1st. **INDUSTRY.**—This is a very important qualification. The work will require the entire services of the agent from early dawn until the time for rest, and from Monday morning until Saturday night. If he wastes his time in sleep, or in idle chit-chat, or in doing nothing, the cause will, of course, suffer. He should never be seen unemployed or waiting. While his days are spent in visiting from house to house, his mornings, evenings, and other fragments of time should be occupied in writing, of which he will have much to perform. Closely connected with industry, is the habit of transacting business *rapidly*. Every word spoken should “tell” for the object aimed at, and no foreign topic should prolong the conversation. By observing these rules, some agents visit twice as many families daily as others. An Agent can endure to be more busy than others, from the fact that there is so much *variety* in his labors. At one time he is riding, at another writing, and at another talking, so that the frequent changes, together with exercise in the open air, make his labors much less wearing than those of the close student, or of the man who, from morning until night, wields the cradle or the axe.

2d. **ENERGY.**—Another important characteristic is *Energy*—that kind of energy which overcomes obstacles, and blots the word “fail-

ure" from the vocabulary—that kind which decides what should be done, and succeeds in accomplishing it—that kind which heeds not the opposition of the wicked, and regards not the hardships of the work.

3d. TACT.—Not prevarication, not deception; not taking a course which will bring odium upon the cause, but taking the *right* course, and succeeding, instead of the wrong one, and failing.

4th. PERSEVERANCE.—Few causes occasion greater embarrassment, or are more injurious to the work, than the want of stability and permanence on the part of Agents. Our machinery is so complicated, and experience in the management of branch Societies so important, that those without it are prone to make sad work, and if there is a constant change of agents, so that we have to depend upon the inexperienced, the prosperity of the cause is, of course, retarded. The true policy, therefore, is not to engage men who will become discouraged by slight obstacles, and resign just as they have become prepared to operate efficiently, but to secure those who will give up everything else and make the Agency a business for years—a *profession*, and who, for the sake of *doing good*, will be willing to endure hardness as the servants of Jesus Christ.

5th. EDUCATION.—The importance of this will be obvious. Especially should the agent be a good penman and accountant.

6th. ACCURACY AND METHOD.—There are so many accounts to be kept, and so much machinery to be managed, that these habits are *very* important. There should be a place for everything, and everything in its place—a time for everything, and everything done in its time—a way of doing everything, and everything done in the right way. Especially should the Agent be methodical in the care and use of his manuscript and printed papers, having a place for each, and each in its place. Otherwise, as they are so numerous, they will be likely to get into confusion, and when one of them is wanted, a long search will be necessary.

7th. THE ABILITY TO INTEREST AND INSTRUCT A CONGREGATION.—Individuals expect that an agent, whose mind and whose lectures are constantly on one subject, will present something interesting, and if they are turned off with a dry, prosy address, they are disappointed. The agent should make the requisite preparation for his public efforts, should have his addresses well spiced with facts, should be animated in his delivery, and, if possible, should prove himself a workman that need not be ashamed to stand in any pulpit.

8th. APPEARANCE AND BEHAVIOR.—An agent should be a gentleman. We do not mean a fop, but a *gentleman* in the true sense of the word. All improprieties in conduct or conversation, which have a tendency to disgust, should be avoided. The agent should so conduct himself towards those whose hospitality he shares as that they will be glad to have him call again, and he should so treat those who refuse to give as that he may apply to them afterwards. Nor should an agent be regardless of the appearance of his dress and traveling equipage. Although he should not be foppish or extravagant in his apparel, yet his influence and usefulness will be promoted by dressing in accordance with his employment, and clothing which would answer to wear on a farm or in a shop will hardly answer for us when we are constantly meeting with strangers, many of whom will form their opinions of us and of our cause, by our personal appearance.

We owe it to the Society which we represent, and to the dignity of our office, to pay some attention to this matter. If we do so, we shall find more ready access to pulpits on the Sabbath, and to the pockets of the wealthy during the week. We shall also find the local agents, especially in cities and villages, more ready to accompany and introduce us.

9th. THE ABSENCE OF A SECTARIAN SPIRIT.—The agent should go out not as a representative of any particular denomination, but as the representative of the Bible Society. He should remember that he is laboring for different denominations and be careful not to give offence to any by expressions or conduct.

10th. PIETY.—Last, though not least, we mention *active piety* as not only an important, but as an *essential* characteristic of a good Bible Agent. This qualification, so important to every one, is especially so to agents. We have been led almost to tremble in view of the crushing responsibilities resting upon them. Mingling, as they do, with thousands, they of necessity exert an influence that will tell for weal or woe upon the eternal destinies of those upon whom this influence is exerted. A traveling Bible Agent enjoys opportunities of usefulness not possessed by those who remain stationary, and if he does nothing but merely promote the mechanical circulation of the Scriptures, without endeavoring to recommend and exemplify their religion, he will have a most fearful account to render up in the judgment. Although he is not expected to introduce religious conversation and prayer in *every* family which he visits, yet he can frequently do this, especially where he spends the night, and can accompany the donation of a Bible or a Testament with an exhortation or a remark, which God may make use of as the means of the conversion of a soul that will live *forever*.

DOCUMENTS.

Of these, some fifteen or twenty different kinds will be needed. They should be thoroughly and frequently examined by the agent, so that he will be at no loss to understand their correct use.

1st. THIS PAMPHLET.—One of these should be the constant companion of the agent—should be read by him repeatedly, and referred to whenever he is at a loss with regard to the manner of operating. Especially should the specimens of accounts in it be understood and adopted as a pattern.

2d. CONSTITUTIONS.—One of these should be left, after the blanks have been filled, with each Secretary and each Treasurer, to be copied or pasted into their books. Those designed for Auxiliary Societies, and used by the General Agent, are somewhat different from those adopted by Branch Societies, and furnished by County Agents.

3d. SUBSCRIPTION BOOKS.—A separate one is used in each district, and left with the agent for that district, that he may obtain additional subscriptions—collect the unpaid ones, &c. On the first page are explanations to subscribers, and on some of the last suggestions to local agents, to which their attention should be directed.

4th. TRANSCRIBING BOOKS.—One of these is made out for each society and contains the names and Post Offices of the officers—the time of the last annual meeting—the place of the next one—the

names of the subscribers, with their payments—a summary, &c. This is retained by the County Agent for his future use, or that of his successor, and serves as a guide to him in his operations.

5th. ABBREVIATED TRANSCRIBING BOOKS.—The County Agent sends one of these to the General Agent immediately after completing his labors in each Society and uses another for a cover to his full one, in case he does not make out a new one.

6th. CIRCULARS WITH NOTICES.—There are several kinds of these, viz: Annual, semi-annual and quarterly to main officers and to Local Agents—those of each kind to the latter being different from those to the former. These circulars are filled up by the County Agent, and sent out unsealed by mail three or four weeks before the meetings occur. Their object is not only to notify the meetings but to suggest the performance of certain duties by those who receive them. Care should be taken to send the right ones to the right persons and at the right times. We also have blank cards for notices of quarterly meetings, which we fill up and leave with the officers and agents immediately after each annual meeting where quarterly meetings are to be held.

7th. DISTRIBUTORS BOOKS.—These are for recording the sales and gifts of books, and entering ~~their~~ items by the Traveling Agent. They should be used for the original entries of these items, as much labor will thereby be saved.

8th. Blanks for deeds, notes, &c., with general circulars in relation to their use. The agent sends these out ahead of him by mail to prepare the way for his applications for large sums when he arrives.

9th. BLANKS FOR LOCAL AGENTS' REPORTS.—One of these is placed in the hands of each local agent when the traveling agent leaves him. The latter places upon the outside, the address of the Treasurer, to whom it is to be sent, and upon the inside the names of the individuals who remain to be seen. The former obtains such additional subscriptions as he may be able to, upon his subscription book—copies the amount of each on to his report opposite the right names, and forwards it to the Treasurer. If he has received books for circulation he also reports upon this blank the disposition made of them.

10th. TREASURERS' REPORTS.—They are for the use of Treasurers of branch societies. One of them is enclosed in a circular to each Treasurer, a short time before each meeting, that he may fill it up and have it ready. These also are of different kinds, adapted to annual, semi-annual, and quarterly meetings, and care should be taken to send the right kinds at the right times.

11th. *An explanatory pamphlet* in relation to the nature of the subscriptions &c., or a tract in relation to the Bible—the Bible cause, or benevolence, which should be left with each family. The object is to diffuse information—excite an interest in the Bible cause—promote love for the Bible and induce habits of beneficence.

12th. CERTIFICATES OF LIFE MEMBERSHIP.—These are to be signed by the President and Secretary of the Society, to which the donation is made, or if not convenient to obtain their signatures then by the traveling agent, and placed in the hands of those who

are entitled to them. Life Members of the Parent Society obtain their certificates from New York.

13th. "SUGGESTIONS TO TREASURERS."—One of these is *pasted* into the fore part of each Treasurer's book and his attention called to it.

14th, "SPECIMENS OF ACCOUNTS."—One of these is also *stitched* into each Treasurer's book and the necessary explanations with regard to it given.

15th. COUNTY SUMMARIES.—These are made out by the County Agent at the close of his effort in each County, by adding together the summaries of the several towns or precincts, thus showing the aggregate and presenting a view of the cause in the County. They also contain several other important items. A copy of each is forwarded to the General Agent and affords him material for his articles for the press.

In additional to the foregoing, there are several *occasional* papers, the object of which will be seen by examination. By a proper understanding and use of these various documents, an agent can accomplish double what he could without them.

SUGGESTIONS TO COUNTY AGENTS.

Having referred briefly to the plan of operating—the qualifications of a good agent and the necessary papers, we proceed to make some suggestions under several headings—with regard to the minutæ of the plan and the manner of operating. These suggestions must of necessity be desultory and somewhat unconnected. Some of those to which we wish to give special prominence, may be alluded to under more than one heading. Their object, however, is not an exhibition of rhetoric, but to secure system and efficiency. They are made after some twenty years experience in the Bible Agency, and every line is penned with a view to previous results and necessities ascertained by actual observation. The importance of these suggestions would be learned by County Bible Agents from their own observation should they continue long in the work, but as "experience keeps a dear school," it is presumed that those for whom they are designed will prefer to conform their course to them at once, rather than learn their importance by witnessing the disastrous effects of pursuing a contrary plan. It will therefore be expected that the agent will *study* what follows, *thoroughly* until he becomes perfectly acquainted with the manner of operating and then refer to these remarks, frequently for counsel and guidance.

If he will do so, he can hardly help succeeding. Where agents have failed heretofore, it has generally been because they have not understood or carried out the suggestions with which they have been furnished. It must therefore be understood in the outset, that each agent, instead of having a plan of his own or working without one, must *carry out* the system which has been adopted after years of study and observation, and which has received the approbation of hundreds of executive committees. Otherwise there will be no uniformity, and our admirable machinery, instead of moving on with the regularity of clock work, will become disarranged, and comparatively powerless.

The necessary outfit for a County Agent, will consist of a good *fleet* horse—a buggy with a good sized box and heavy springs—a

chest or trunk for books and a leather basket for the same purpose—a pair of large saddle-bags—a port-folio—pen—pocket inkstand—pencil—piece of India rubber—blotting paper, vial of mucilage, &c.

The importance of a *fleet* horse is obvious, as with such a one the agent will spend less time in going from place to place and more in the actual duties of his work than otherwise.

The leather basket is for carrying books from the wagon to the houses. It is usually made by saddlers—of harness leather—at a cost of about \$2.50. The size and shape should be such as to hold one of the Royal Octavo Bibles with a variety of the smaller kinds. The leather forming the bottom and sides will be extended as a cover and thus make it water proof. The saddle-bags are for use in travelling on horseback when the going is bad. They should be large enough to contain the necessary papers and clothing, with a few small books, &c., for circulation. The outfit is of course furnished by the agent himself, but the articles composing it will not lose their value when he ceases to labor in the cause.

ORGANIZATION OF SOCIETIES AND LABORS IN CONNECTION WITH THEM.—The agent will find that his chief business is with branch societies and that his operations will be mainly through the medium of these organizations. One of his first duties therefore, will be to go to the Court House, and with the assistance of some one there possessing the requisite information, make an outline map of the county in which he is to labor—showing the towns or precincts—villages—streams, &c. A copy of this map should be forwarded to the agent of the Parent Society unless already supplied. The original should be kept with the transcribing books, referred to often, and handed over by the agent for the use of his successor. It will also be well for you to have a map of the State.

It is usual to form one branch society in each town or precinct in the county (except the one containing the County Depository) although in some instances for good reasons the boundaries are otherwise. We do not always organize a society wherever there is a village or a Church, for sometimes several villages or Churches should be embraced in one, but we form them wherever there is settled territory sufficient. At the county seat or head quarters of the county society, it is not customary to form a branch as the existence of the county society and the county depository there render it unnecessary. Local agents for the territory not embraced in any branch can be appointed by the county committee or by yourself, and these agents can make their returns to the county treasurer, and have their accounts on his book. The summary of the transcribing book used here, although the book may be labelled "County Society," should only embrace what is not included in the branch summaries, the aggregate county summary being made out on a separate paper.

The agent should ascertain from those acquainted in the county where branches should be organized—what territory they should embrace, and to whom he can send appointments for meetings to form them. Sometimes, however, it will be best to spend a Sabbath in the place without any previous appointment and organize the society at some stated meeting, with the assistance of the officiating minister.

When societies are formed the order of exercises should generally

be as follows : 1st. The address, in which the nature, objects and importance of the organization should be clearly stated. 2nd. The appointment of a chairman and a secretary for the occasion. 3d. The proposal (by the agent) and the passage by the congregation, of a resolution to form a society. 4th. The proposal (by the agent) and the adoption by the congregation, of one of our printed constitutions properly filled out. 5th. The election of officers. 6th. Taking subscriptions. 7th. Finding the *place* of the first meeting. 8th. Introducing the plan of quarterly meetings, and selecting the times and places of them, if adopted.

The *time* of the annual meeting is left by the Constitution to the officers or traveling *agent*, as it is important that he be at liberty to arrange his programme so as to attend all in his field, but the place is selected that the agent for the next year may know where to call it, even if he is unacquainted in the county.

Where there is likely to be a good congregation at meetings to organize, or at annual meetings, and especially where these occur on the Sabbath the *nomination* of officers had better be made before hand, both in order not to detain the congregation, and because two or three individuals, with time to consider, and knowing what is wanted, can make a better selection than a house full would be likely to do on the "spur of the moment." The nomination will, of course, be submitted to the congregation for their approval or rejection, and such changes made as are deemed necessary.

Where the agent is to attend two or three meetings in a town on the same day he had better attempt to organize at the first appointment. If he fails here (which will seldom be the case) he will have his other meetings in reserve where he can make like attempts. If he does *not* fail he can make known to those composing his congregations in the after part of the day what has been done—read to them the Constitution—list of officers, &c., and invite them to become members of the society.

At meetings to organize—at annual meetings, and at all other Bible meetings subscriptions should be taken on slips of paper, and afterwards transferred to the subscription books where they belong. You will need the assistance of individuals acquainted in the town in determining where to place them. But you should generally avoid having public collections taken, and should insist upon having every contributor's name written whether he pays down or not.—Public collections seldom amount to much, and they prevent individuals giving respectable sums as they would if they subscribed.

Should all attempts to organize in a town or precinct prove abortive, and the agent still be satisfied that a society is needed there, he can appoint a treasurer and local agents himself, and proceed much as if an organization had been effected. Or if the appointment of a treasurer and depositary is not advisable, he can secure local agents and direct them to make their returns to the county treasurer, or connect them with a neighboring branch.

When a society is formed, the way is prepared for the commencement of operations. But the agent must not suppose that *his* work is now done. The plan of forming societies, and then leaving them alone to do the work devolved upon them by their Constitutions, is the grand reason why so many of them have ceased to exist. The

traveling agent must do the work *through* these societies, with such assistance as he can get from local agents. And yet he should impress upon these local agents that the work is *their's*, as it certainly is, and that he is merely helping them. Instead of asking them to visit with *him* through their respective districts, he should offer to confer a favor by going with *them*. Whether this favor is desired or not, nothing but a lack of time should prevent his canvassing the district, either with the local agent or alone. He will generally succeed better even alone than would the local agent alone, but will accomplish much more if said agent is with him, and hence should secure his services if possible. To this end you will find it of advantage to spend the night or dine with the agent, whose assistance you wish the next morning or afternoon, rather than the one with whom you have been laboring. If you wait to enjoy the hospitality of the latter, the former may have left home before your arrival, or made arrangements which will prevent his accompanying you. Even if he has not you will have less opportunity to interest him in the cause before starting out, by documents and conversation than otherwise.

When an agent appointed at the meeting declines acting, the traveling agent should appoint a substitute. It is sometimes difficult to secure a local agent, but the traveling agent must persevere until he succeeds. If he cannot find a man who will accept, he must appoint a woman. If he can find no one in the district for the office, he must seek one out of it, as no district should be left unprovided for. It is occasionally necessary, however, to unite two adjoining school districts, appointing one agent for both, and indicating it on the transcribing book.

In some instances, the agent appointed at the meeting is not found at home. In such a case, either a substitute should be appointed; or, if this is not best, and there is no doubt of the acceptance of the office by the one nominated, the traveling agent should perform as much of the work as time will allow, and then leave the subscription book and blank for report at his house, with a letter informing him of his appointment, and the duties devolving upon him. It is better, however, to secure a substitute, as agents seldom accomplish much unless we can have a personal interview with them, get their consent to act, and instruct them with regard to their duties.

By the word "district," is meant a *school* district, unless otherwise specified. In cities and large villages, however, a school district would be too large for a field, and the division should be by streets, and in rare cases in the country, two school districts should be united, or the division should be made by other boundary lines.—These districts should all be named or designated, either by their boundaries, their numbers, or some prominent individual or object within their bounds, and their designations should appear at the top of the transcribing book allotted to these districts. The names of the districts should be the same from year to year, unless there are important reasons for altering them, and when two are united for our purposes, the names of both should appear at the top of the page.

It often happens that districts are overlooked at the meetings, which should be provided for by the agent. To this end, he should

consult his map, and make diligent inquiries, that no part of the territory be neglected. This is a very important matter. Too many agents seldom look at their maps, and hence leave part of the territory for years without any provision for its visitation. Where a school district is in two towns, the whole of it should be connected with one society—generally the one in the town containing the school house, or the larger share of the families.

In passing through a district, the county and local agents will find several items on their hands, as follows :

1st. OBTAINING NEW SUBSCRIPTIONS.—For although funds may be raised at public meetings, the agent should not rely upon these alone. Many will subscribe to the Bible cause if called upon at their homes, who are not seen by you in public ; and these pledges are frequently more liberal than those made in church. As we avail ourselves of this method of raising funds, we need not fail in our efforts, even if there is no opportunity of presenting the cause in public. The subscriptions obtained should be as large as possible, especially those first on the book, and the list should not be suffered to dwindle down to pittances, if it can with propriety be avoided. You will find that to have a list of liberal subscriptions, previously obtained in the vicinity, to exhibit, will aid materially, or if you have no such list, the individual donations acknowledged in the Bible Society Record can be presented as examples. The fact that our subscriptions are payable *annually*, and that our income in succeeding years, as well as the present, will depend upon the size of the subscriptions, enhances the importance of your raising them to the highest practicable amount. In soliciting subscriptions, care should be taken not to overlook any person. We want to have all become members of the Society, and should invite wives as well as husbands—children as well as parents, and employes as well as employers. In this way, we may obtain several subscribers in the same family, and benefit the subscribers as well the cause. In most of the Societies, the Constitutions provide that subscribers of \$1 or upwards, shall be entitled to a common Bible or its value in Testaments, to distribute for every dollar contributed. With this proviso, properly presented, you can induce many individuals to increase the size of their subscriptions. or make larger new ones than they would otherwise do. But you should guard against limiting the subscription to \$1, and should explain the importance and advantages of giving \$2. or \$2. or \$5, or still larger sums. annually. Subscriptions, to constitute life members, need not be transient, more than others, and an individual making an *annual* subscription of \$5 can constitute some member of his family or other friend a life member as often as he pays it. The agent should manage to have as many as possible of the subscriptions paid at the time they are given. Many of those taken on time are not paid at all, and others only after a long period, and after repeated efforts to collect. The fact that but few of the local agents will do their whole duty, and that many of the subscriptions have to be collected by the traveling agent, enhances the importance of this suggestion. We judge of an agent's success not so much by the subscriptions which he obtains as by the cash which he collects.

Most of our subscriptions are now taken payable *annually*, which

are preferable to transient ones for reasons stated in another part of this pamphlet. But there is need of being *very* explicit in our explanations of the nature of these subscriptions, or else when subsequent installments are called for, there will be a plea of misunderstanding and expressions of dissatisfaction. New agents do not generally realize the importance of this explicitness until they attempt to collect, when they find cause to blame themselves or their predecessors for not exercising more care. We have had a great deal of trouble in consequence of agents writing subscriptions as annual which were not understood by subscribers to be such, and must guard this point sedulously hereafter. It is not enough to say that subscriptions will be considered and copied as annual unless otherwise designated, but we must explain what is *meant* by "annual," and have it fully understood that the amount of the subscription will be called for every year until withdrawn or altered. Where subscriptions are taken by private application, the explanations and pledge should either be read by or to each subscriber, or the agent should state *clearly* the nature of these subscriptions.—Where they are taken in public congregations on slips of paper, to be transferred to the books afterwards, the agent should always take time at the close of his address, to read the pledge to which names are to be attached, and make the necessary explanations. After explaining the nature and advantages of annual subscriptions, and urging all to make such instead of transient ones, it is well to state that all will be considered as annual unless otherwise designated—thus making annual subscriptions the rule, and leaving subscribers to make their exceptions, if they wish, and will so designate them.

Another kind of subscriptions are those payable *quarterly*—that is, not dividing the amount into quarters, but paying the full amount four times each year. We sometimes solicit such, because some persons will give much more in this way than if they paid but once a year. Indeed some will pay as much once a quarter, if asked thus often, as they would in a whole year, if applied to but once during that time. Our subscription books can be prepared for registering the payments on such subscriptions, by simply dividing the space designed for annual payments into four parts, and entering the quarterly payments separately in each quarter of the space. Where we take quarterly subscriptions, it will be important to explain that they are not to be divided by four and one fourth part paid quarterly, but that the *full* amount is due every three months.

In our subscription and transcribing books, we use the words "transient" and "optional" as synonymous, and write either as may seem best. Many of our transient subscribers will pay almost every year if called on, (though it is optional with them to do so or not,) and perhaps will be a little more likely to pay if the word "optional" instead of "transient" is written opposite their names. It will especially be best to write "optional" where there is any doubt whether the subscription was designed to be annual or transient.

2. THE COLLECTION OF INSTALLMENTS DUE ON PREVIOUS SUBSCRIPTIONS.—At the time of the first effort after the organization of a Society, there will of course be nothing of this kind on your hands,

(unless there are annual subscriptions within its bounds which previously belonged to another Society,) but in succeeding years this will constitute an important item of the work. A traveling Agent who is acquainted with the business and possesses the requisite *tact*, will succeed much better in collecting back installments than will a local one, and hence should perform as much of this work as possible. In doing so, much prudence and skill will be requisite, especially in cases where persons are not disposed to acknowledge their subscriptions as annual or quarterly. Where there is a probability that the old one will be repudiated, it will be best to ask for a new subscription at first, and have its nature fully understood and recorded. If you obtain it, the old one can be crossed out, after what was due on it previous to the present year has been paid. If you fail to secure a new one, then you can refer to the old one and make the most you can out of it. Many persons who profess not to have understood their subscriptions as annual, can by a little reasoning be induced to let them stand as such now, and pay their back installments. It will be our duty to try to persuade them to do this, and others to change theirs from transient to annual wherever we can. But it is important to leave every one good natured—to avoid the impression that we are endeavoring to bind them against their wills, and hence if they insist, we allow them to change their subscriptions to transient or optional, or mark them withdrawn.

Where a person has been paying his subscription for several years, and there is no doubt about his understanding it as annual, then we ask him for whatever may be due on it, instead of inviting him to subscribe anew. The amount due on an annual or quarterly subscription, at any time, can be ascertained by looking at the date of it, calculating the amount which has since fallen due, and subtracting therefrom the sum of the payments; the balance will be the amount now to be collected, and the plan of ascertaining it should be explained to the subscriber by an exhibition of the pledge with the date and payments. Some times it will be the amount for several quarters or years, as persons may have neglected to pay their installments when they became due. Herein is one of the advantages of such subscriptions, viz: that if payments are not made on them at the proper time, they do not prevent the recurrence of other dues at stated periods, and we can subsequently call for several of these at once. We can thus frequently collect twice or thrice as much in a given time, as we could without such pledges. Still it is better that the installments be collected regularly and promptly, for if a subscriber falls far behind, he is apt to become discouraged in view of the amount due, and either repudiate the whole, or pay up and withdraw. Where we cannot prevent withdrawals, we must explain that the back installments, including the one for the present year, should be paid before writing "withdrawn." By the conditions of the pledge, an installment becomes due at the time of subscribing, and annually thereafter, or immediately after each annual meeting. Hence, if a subscriber does not withdraw before the close of the year, another installment should be paid at the commencement of the next.

It is of great importance that these annual dues should be collected early in each year, and we should explain to subscribers and local agents that they are due immediately after each annual meeting, and to be collected as soon after as possible, and not that they have the whole year to make

their payments and collections in. If these are delayed, they not only postpone the supply of the destitute with the Scriptures, but interfere with the next year's operations, and, as removals and deaths are so frequent, many of these pledges will be worthless unless they are collected promptly.

Where payments are made for several years or quarters at once, the amount for each should be entered *separately* in the proper spaces so that each year or quarter may have the right credit. Great care should be taken to have all of the subscriptions *dated* correctly, and all of the credits entered so that it may be known at any time just what a subscriber has paid from the commencement, and how much he is still owing. Where new books are made out the subscriptions should be dated *back* as they are on the old ones, and all that subscribers have paid should be transferred either in items or the aggregate to the new. We want to keep the books so that they will show even twenty or thirty years hence, just what each annual subscriber, who has not withdrawn or altered his subscription, has paid from the commencement.

In some places the subscriptions are all transient, and to such, the foregoing remarks are inapplicable. All that is necessary with regard to these is to see that they are collected ~~at~~ *once*. They will require less attention and cause less perplexity than others, but on the whole, will result in a smaller income and less benefit to subscribers. In States where there are frequent changes in the general superintendency, it will be unwise to solicit annual or quarterly subscriptions, but where the same general agent can look after such subscriptions for a number of years, and have their nature *fully explained and understood* when taken, he will find them preferable to transient ones.

3d. THE DISPOSAL OF BIBLES AND TESTAMENTS.—These should be introduced at every house—as many being sold as possible, and given as necessary. They should not be exhibited, however, until the first item of business has been disposed of. Too many objects at once distract attention; and moreover, if the books are presented first, men will sometimes buy one or two, supposing that they are helping the society in that way, and decline subscribing. Many a man also is more benevolent to himself than to others, or in other words is more selfish than benevolent, and will sooner give \$5.00 for a splendid Bible for himself than \$1.00 for the supply of his poor neighbors. It should be made known to purchasers that instead of conferring a favor upon the society by buying its books, the society is conferring a favor upon *them* by furnishing them books for less than what they are worth, and often for less than cost. Great care should be exercised to ascertain and supply all of the destitute—not only those who are entirely without but those who have only a mutilated copy of the Scriptures, and not only destitute families with Bibles, but destitute children with Testaments. The supply of domestics and other persons not particularly connected with any family, should also be looked after. In ascertaining what families are destitute of a whole or of any part of a Bible, it is important to proceed cautiously, so as not to wound feelings, and so as to avoid the appearance of impertinence. The truth with regard to supply can often be drawn out by indirect inquiries, and where this is possible, it is better than to put the question directly.

 *Books should not be sold on credit.*—Many of those thus disposed of are never paid for, and others only with an expense in collecting, which renders it unprofitable. The expectation that men will hand in the pay without being asked for it, is generally fallacious, and it is better to give away at first than to sell on credit, and then lose the debt. The uninformed sometimes become possessed of the idea, after an agent has left, that he was sent out to give away books indiscriminately, and unless they pay for them at the time of purchasing, refuse to do so at all. Besides, the agent is obliged to account for all the books which he receives, either in cash or in books given and deposited.

Where the county agent has time to visit nearly every family and circulate the books himself, he will not leave any with the local agent. Where he has not, he will leave a small quantity with said agent—have them charged to him on the treasurer's book, and the necessary entries made in the depository account.

For further suggestions in relation to the circulation of Bibles and Testaments you are referred to the first two pages of the "Distributor's Book"—one of which should always be carried in your pocket for the convenience of making entries. The necessary entries in it should be made as you pass along, and *not* on slips of paper or on other books to be copied afterwards. For the distributor's books have been prepared with columns and printed headings, so as to obviate the necessity of much writing, which would be requisite without them. Even if considerable space is needed for every day's labor, it should be used, as other books can be furnished when wanted.

4th. The "Bible Society Record" should be introduced in every house, and as many subscribers obtained for it as possible. The terms to single subscribers are 25 cents per annum, *in advance*.—The object, however, is not merely the subscription price, but the diffusion of information. You can obtain specimen numbers from the officers of the county society. The names of subscribers, with the money, should be forwarded promptly to the general agent at the Bible House, N. Y., with a request that he will discontinue at the end of the year without farther notice.

5th. One of the explanatory pamphlets or tracts before alluded to should be placed in each family. It is true that it would not be proper for Bible agents to circulate miscellaneous tracts, and especially sectarian ones; but those that have a bearing upon our work—those which explain its importance and our plans for its promotion—those which recommend the Bible and inculcate a spirit of benevolence, may be circulated with as much propriety as "Annual Reports," or "Bible Society Records"—especially if done without cost to the Society. By leaving one of these silent messengers to exert an influence after we have gone, we can, not only make our visits briefer, but if we have been unable to accomplish anything else, there will be consolation in reflecting that we may at least have sown seed that will produce fruit hereafter. Discrimination should of course be used in selecting tracts for different families, so that they may be appropriate. To new annual subscribers it will be well to give one of the pamphlets explaining the nature of the subscriptions and the duties and privileges of subscribers. For those who are skeptical, the tracts in relation to the inspiration and authenticity of the Scriptures will be appropriate. Where you leave a Bible you can

also, with much propriety, leave a tract in relation to its value or the importance of its perusal. To Christians, it will be well to give the tracts or volumes in relation to beneficence, while the tract entitled "The Bible Cause," may with propriety be placed in hands of almost any *Protestant*. We have tracts in relation to the Bible and the Bible Cause in the *German* language, which should be circulated freely among the Germans, though the latter should not be placed in the hands of *Catholics*.

When the county agent has spent as much time as is necessary or consistent in a district, he leaves the subscription book and blank for report with the local agent, and gives him the necessary instructions with regard to his future labors. On the blank report he is to place the address of the Treasurer and names of all whom he expects the local agent will visit—inform him how he is to make it out—when he is to send it to the treasurer, when he is to call for the unpaid subscriptions, &c. You will notice blanks in the report to be filled out by yourself, stating the time of returning it. It is best that the time named should be only a week or two ahead, as *promptness* in completing the work is important, and although a long time may be allotted to the effort, it will be likely to be delayed until near the close of the period. The local agent should understand that he is not to wait until the unpaid subscriptions are all collected before reporting, but that he is to forward his report as soon as all of the families in his district have been once visited, and send in the subscription money afterwards, when it is collected. He should also be requested to collect the unpaid subscriptions *promptly*. They are due as soon as given, or immediately after each annual meeting; and if their payment is deferred until near the close of the year, they interfere with the operations of the next, and the supply of the destitute with the Scriptures is also delayed.

It will not answer for you to leave the subscription book and blank for report with some one else to *send* to the local agent, as in this case they may never reach him. Besides, it is important that you see him personally, and give him such verbal instructions and explanations as may be necessary. Hence, an additional reason for having him with you in your visits, for in this case when you are ready to pass on to another district, you can place the papers in his hands without the necessity of going back to his house. Moreover, if he has accompanied you and learned your method of procedure, he will be better prepared to discharge the remaining duties devolving upon him.

Before leaving him, you place upon your transcribing book his name and post office, and copy into it the subscriptions on his book, with the payments. The name of the agent should be written with a pencil, so that when there is a change, it can give place to another. The *given* name should appear in all cases; and if the agent is a lady, 'Mrs.' or 'Miss' should be placed before it. The *subscriptions*, both on the transcribing and subscription books, should be written with a *pen*, and hence a pen and pocket inkstand should *always* be carried with you.

After having passed through all of the districts in the way suggested, and after having furnished the secretary with the Constitution, minutes of the meeting for organizing, and blank book in which to copy them, your last business before leaving the society will be to call on the treasurer, furnish him with a blank book and assist him in opening the necessary accounts. In the fore part of this book you will paste a Constitution and card of suggestions to treasurers, and *stitch* a "specimen of accounts." The blank books usually purchased for the secretaries and treasurers of these socie-

ties are of the quarto form, and cost from 15 to 25 cents each. The agent should be careful to keep himself supplied with these, and if he purchases by the quantity, he can obtain them cheaper than otherwise. It is better that those designed for treasurers should be cross-ruled for dates, dollars and cents, and that the secretary's books should be without these cross-rules.

In addition to an account book, the agent furnishes the treasurer with a depository sign, and sees that it is nailed up in some conspicuous place before he leaves. The general agent procures signs by the quantity, and sells them to the county agents at cost.—The county agent advances from his own money the cost of the signs and blank books which is refunded by the branch societies, and thus not brought into his account with the county society.

The first account which you assist the treasurer of the branch society in opening, is for the books which you leave with him—varying in amount from \$5 to \$20, according to the supply on hand, and the probable number needed where deposited. These are of course marked and charged to him, and those which go out of his hands are credited on the opposite page. If in addition to those deposited with the treasurers, you leave books with the local agents from your own stock, they are charged and credited in the depository's account, just as if they passed through his hands. The books which he *sells* need not be credited *at the time*, or by items, unless he prefers, as the sales can be ascertained at the end of the year, or whenever an inventory is taken, by subtracting the amount of the books otherwise disposed of and those on hand from the amount received. Neither the books which *you* sell and give to individuals, or the money received for what you sell, goes into the book and cash account of the branch treasurer, as you circulate these books for the *County* society, and account for them and the cash for those sold to the treasurer of that society. It is not best to leave many costly books with treasurers, and especially not with local agents, as we can not afford the capital, and they are liable to injury. The prices of books left with Treasurers or Agents should always be marked in them, to correspond with those in the County Depository.

The next is the treasurer's account. Here on the Dr. side, whatever you have collected on subscriptions is charged to the treasurer, whether it passes through his hands or not. On the opposite page he is credited with whatever you have advanced for the sign and blank books, and you take the amount out of the Bible Society's purse and put it into your own, to replace what you have advanced for them. He is then credited with the balance which you have collected, (together with what he pays you, if any,) as paid to the county society, for which you give him your receipt and charge the amount in *your* account.

Next follow accounts with the local agents. Accounts should be opened with all of them before you leave the Treasurer, whether any entries are to be made in them at that time or not, as it is *very* important that he should know who these agents are.

If you have left any books with them, or if they obtain any from the Treasurer, they should of course be charged with the amount. They should also be charged from time to time with what they report as having collected as donations. On the opposite side, they

should be credited in separate items, with what they pay on donation account—what they pay for books sold, with the books given and with those returned. The traveling agent should see that these local agents' accounts are balanced every year, and if necessary, should obtain information, money or books from them to enable him to do it, as otherwise the society may suffer loss. Hence it will be well for him to have the Treasurer's book with him as he passes through a society after its annual meeting. If a local agent has made use of Bible Society money which he cannot refund, his account should be balanced by a note drawing interest, which should be left with the branch Treasurer. The same remarks apply to delinquent Treasurers, except that their notes should be left with the County Treasurer. In either case, a memorandum of the matter should be made on the transcribing book, and reported to the general agent, with name and P. O. of the debtor.

The accounts between the *traveling* agent and County Society will, of course, not appear in the branch society books, but the necessary entries in them should be made before leaving each branch. In your County Summary, you will find blanks prepared both for your book and cash accounts with the County Society. In the former, you will charge the books which you receive, and credit those which you dispose of and return. Those left with local agents of branches, as well as those deposited with the Treasurer, should be credited as delivered to the *Society*. In your cash account, you will charge yourself with what you receive from the Society, (except what is paid you for blank books and sign,) including that collected by you from subscribers and local agents, as well as that paid you by the Treasurer. At the close of your labors in the County, you will also charge yourself with the cash for books sold by yourself. You will credit yourself, from time to time, as you may make payments to the County Treasurer, and, when (you have finished the effort in a County,) with the amount of your services and expenses. You will find it important to complete the summary of your transcribing book before leaving the branch Treasurer, as you will need items from his book for this purpose.

At the close of your labors in a County, you have a final settlement with the County Treasurer, when your accounts, previously commenced on his book, as well as those in your own, should be completed and balanced. The Treasurer then charges the branch Societies with the books which you have delivered to them, and credits them with the money which you have received from them.

The County Treasurer should charge himself with the *whole* amount received by the Agent, including that retained for services and expenses, and credit himself with the amount retained as paid to you, thus showing the entire transaction.

The entries, both on the County and branch Society books, should generally be made by the Treasurers rather than by the agent, but you should see that they are made correctly and at the time, instead of leaving memoranda for them to transfer to their books afterwards. For further information in relation to accounts, you are referred to the specimens bound herewith, or those furnished to Treasurers.

The transcribing book should be made out at intervals as you progress in your work, and finished before you leave the Society.

It is bad policy to delay it until afterwards, and then endeavor to make it out from imperfect memoranda. As soon as may be after it is finished, an abbreviated book should be made, containing all that is in the full one, except the names of subscribers and their payments. One of these should then be sent to the Agent of the Parent Society with a letter in relation to your labors. He will thus know how you are succeeding, and can give advice and aid you by correspondence as he could not do without examining the books. By having them, he will also be in possession of the names and post offices of the officers and local agents—can send circulars to them in relation to various matters, if he chooses, and can call on them to remind them of their duties, as he passes from place to place.

When County Agents first commence their labors, and until they become accustomed to making out the transcribing books, it is usual to send the full ones to the general agent, so that any errors in them may be pointed out. But afterwards they keep the full ones and forward the others. In case the full book should at any time be lost, the abbreviated one would be important as a substitute, and hence another reason for making it. When a county agent ceases to labor in the cause, he of course delivers all transcribing books and other papers to the general Agent, to be placed by him in the hands of his successor.

ANNUAL MEETINGS OF BRANCHES.

The foregoing remarks refer more particularly to the first efforts in connection with the formation of branch societies. *Some* of those which follow will have more reference to succeeding efforts in connection with their annual meetings, though the work in both cases is similar.

At the time of the first canvass of a county on the plan delineated upon these pages, it is designed that the traveling agent shall spend time enough to visit every family and do the work thoroughly. In succeeding years when the effort is made in connection with the annual meetings, and these meetings are held in accordance with a plan previously made out, the time is limited by the programme.—Less time is devoted to a county for these succeeding efforts than was devoted to the first one, and yet it is designed to allow enough to enable the county agent to call upon most of *the* subscribers, and many other individuals in company with the local agents, leaving as few as possible to be visited by them alone.

Where societies have been already organized the first business of the county agent will be to make out a programme for his meetings, or receive one from the general agent and send out his notices. Sometimes additional societies should be formed, which should be provided for in the programme. The constitutions authorize the agents to call the annual meetings of the branch societies at any time, but notwithstanding this license, they should be held, if practicable, about a year from the time of the previous ones. The meetings should usually be called from three to seven days apart—the time after each depending upon the size and importance of the society, so as to give the agent time enough between these meetings to perform the necessary work. The county agent notifies them by sending a circular of one kind to each local agent, and of another

kind to each of the other officers. They are filled out during evenings and other leisure moments—forwarded unsealed, and prepaid, (one cent each,) and the expense charged to the county society. The object of sending them to the local agents is not only to give notice of the meetings but to request them to finish collecting, and send their money and subscription books to the treasurer. As it will take sometime for these circulars to be transmitted, especially to out-of-the-way offices, as they may lie in the offices some time after arriving, and as the agents need some time to perform their work and make their returns, we usually mail them three or four weeks before the meetings occur.

Although the *notices* in the circulars to main officers are the same as those in the ones sent to local agents, yet the reading below is different, and hence care should be taken not to confound the two, and send to individuals the wrong kinds. The one directed to the treasurer should contain a blank for his report. In filling out the notices, the programme and transcribing books should be before you, the former for the purpose of ascertaining the times, and the latter the places of the meetings.

In addition to notifying the meetings by circulars it may be well for you to publish them together, and in as brief a space as possible in the county papers. An article in these papers from yourself or some one of the committee in relation to these meetings and your operations may be of use to yourself and the cause. The same remarks apply to semi-annual and quarterly meetings.

The programme having once been made out, and the meetings notified, the agent must attend them without fail. If home is to be visited, or any other business attended to, it must be provided for in the programme, as the accomplishment of the work depends upon the presence of the agent. As the general agent will have a copy of the plan, and may be guided by it in his arrangements to meet you or to attend the county meeting, yours should not be altered except for grave reasons, and if altered he should be immediately informed of it.

Before leaving the county treasurer, it will be important for you to get from him a quantity of books to circulate and replenish depositories with; also a statement of money paid in and books drawn out by each society during the year, that you may compare it with entries on the branch society account books, and be able to correct any errors which may have occurred.

The agent should be at the house of the treasurer an hour or two before the meeting to assist him, if necessary, in balancing his accounts and making out his report. These accounts should be closed at the time of each annual meeting and any money or books received afterwards should go into the new accounts and be embraced in the next year's report.

The depository account should be balanced first, (after charging the books returned by local agents, if previously credited,) and the amount *credited* as books sold to make it balance should be *charged* in the cash account. The books on hand should be charged forward in a new account. The local agent's accounts should be examined, and all money credited to them, and not previously charged to the treasurer, should be entered now.

The treasurer's cash account should be balanced by his paying you for the county society and crediting himself with whatever is shown to be in his hands, for which your receipt should be given. In case you cannot get the money, it should be charged in his new account if re-appointed, and if not, a note for the amount should be taken and left with the county treasurer—a memorandum of the matter being made on the transcribing book.

The local agent's account should be balanced either before or after the meeting, by crediting all books given and returned, as well as the money paid, and if there is anything lacking, a memorandum should be made of it, and the agents seen by yourself in relation to it. The report of the treasurer should be brief, clear and comprehensive, and should be handed over to the secretary to be recorded.

At the annual meetings the order of exercises should be as follows :

1st, singing and prayer ; 2nd, the secretary's report ; or, if he has none, reading the Constitution, minutes of the last meeting, list of officers, &c. : 3rd, Treasurer's report ; 4th, election of officers : 5th, selecting the place of the next meeting, and of semi-annual and quarterly meetings, if they are to be held ; 6th, appointment of delegates to the county meetings ; 7th, the address ; 8th, taking subscriptions.

At these meetings, or at meetings appointed to organize, the *business* should be transacted, even if but few are present, so that the agent can commence operating immediately after. This is generally preferable to adjourning for a larger audience. In case, however, of an utter failure to have a meeting, the old main officers can remain, and you can appoint local agents yourself, and proceed with the work as if a meeting had been held.

The secretaries appointed to take the minutes of these meetings frequently do not do it correctly, and it will often be necessary for you to write them out and place them in the hands of the permanent secretary. Whenever there is a change of secretaries or treasurers, the agent should see that the record book, account book, sign, depository, &c., are transferred, and that the new officers are instructed with regard to their duties. It will hardly answer to leave the old officers to transfer matters to their successors. In some instances the agent will find the old account books filled up, or the old signs defaced, and in such cases should furnish new ones.

After the annual meeting the duties of the county agent will be somewhat similar to those heretofore pointed out as devolving upon him after the meetings for organizing. He will, however, have the additional labor to perform of settling old accounts and looking after old subscriptions. It is true that the local agents have been requested in the circulars to settle their accounts and leave their subscription books with the treasurer, but he will find that many of them have neglected to do so, and that it will be necessary for him to call at their homes. In visiting a district for this purpose, it will be well to perform the whole work for that district at that time, so as to avoid the necessity of a second visit. It will be important for you to collect all of the subscription books, obtaining such as you do not find in the hands of the treasurer at the houses of the agents. From these you should copy into your transcribing book the additional subscrip-

tions obtained by the local agents, not before reported to you, and the payments made since the agent for the previous year left them. In case one of those subscription books cannot be found, you will have to make out a new one, copying the subscriptions from your transcribing book. This is one reason for keeping such a book. In some other instances, where the subscription or transcribing books have become very much soiled, or where there have been many changes, it will be best to make out new ones, omitting the worthless ones, or else transfer such as are available to succeeding pages and paste the old pages together. For that and other purposes, a vial of mucilage should always be carried by the agent. Where the old book is still used, and subscribers have removed to another district or society in the county they are transferred to that, and so marked on the book. Where they have left the county, they should be marked removed. Where they have withdrawn, the word withdrawn opposite their names will signify this also. Where persons increase the size of their subscriptions, (which those who are able should be invited to do,) they should be entered as new ones, and the old ones, if paid, marked "*transferred.*" or the name can remain in the old place with the amount opposite altered and the date of the increase entered between the name and the sum. When new ones are added to a page on either book under those of an earlier date a dash (—) should be made across the column or columns opposite, until the one is reached with a date corresponding with that of the subscription.

It is very important that the subscription and transcribing books exactly correspond, and they should be examined by the traveling agent with this in view, and made to do so by entering any names and payments upon either which may be necessary. If he collects anything after he leaves the subscription book in the hands of a local agent, he should not only credit it in the transcribing book, but if he cannot go back, should write a letter to the local agent, requesting him to make similar credits on his subscription book. Otherwise the local agent may call upon subscribers for the same money, and thus produce dissatisfaction.

While the old transcribing book is used, it will be necessary to cover it each year with one of the abbreviated books, containing blanks for the names of the new officers, summary, &c. The blanks on the inside of these abbreviated books, *when used for covers*, need not be filled, as the names of the local agents, &c., should appear in the body of the book, over their subscriptions.

The subscription books, after having been used by yourself as long as time will allow, in obtaining new subscriptions, collecting old ones, &c., are then left in the hands of the local agents with blanks for reports, and such instructions as may be necessary. The same course with regard to opening and settling accounts—transmitting transcribing books, &c., is pursued during each succeeding year, as the first.

If your work in a society is finished before the time of the meeting in the next one, you can proceed thither and commence canvassing before it is held. We never *wait* for the time of meeting to occur, for although our labors are usually subsequent to it, we can find enough to do previously.

SEMI-ANNUAL MEETINGS.

It is well to hold semi-annual meetings, to be attended by an agent, when the societies are not disposed to hold quarterly ones without his assistance. They are called in rapid succession, according to a programme previously made out, generally one every evening, or at least six every week, so that the expense of agency connected with them is trifling. It is well to arrange the programme so that the agent may spend his Sabbaths in places where he did not address congregations at the time of the *annual* meetings. The principal objects of these semi-annual meetings are to secure more efficiency on the part of local agents—induce them to close up their work earlier in the year than otherwise—provide substitutes in case of the failure of any of them to act efficiently—replenish the Depositories, if necessary—gather up the funds on hand for the County Society, and give a new impulse to the organization, so that something will be accomplished during the last half of the year. Unless something is done to secure these results, many of the societies will remain almost dormant from the time of one annual meeting to that of another—subscriptions will be lost from death, removals, &c., or, if collected at all, it will be so near the close of one year that it will interfere with the operations of the next.

The traveling agent sends out circulars to the officers and local agents three or four weeks before these meetings occur—giving notice of them, and urging the receivers to discharge the duties devolving upon them. At the time of each meeting he sees that the necessary business is transacted—delivers an address, if it seems proper, and spends the day succeeding each in doing what is most necessary for the promotion of the cause. There will be much to be done on this day, and he should not leave for the next society until there is barely time enough to drive to it and get ready for its meeting. If he does nothing but merely travel from society to society, and attend the semi-annual meetings, he might almost as well be out of the county. One of the main reasons for having a traveling agent at the time of these meetings is, that he may put the machinery in working order for the last half of the year, and give it a new impulse. Both at the meeting and subsequently he should endeavor to guard against the impression that the work for the year is done; for, although in the circulars we request the local agents to complete their labors previous to the semi-annual meetings, we must not be too sanguine that they will do so. In nearly all the districts there will be subscriptions to be collected, or new ones to be obtained, or books to be circulated. The traveling agent will need to call at the homes of such local agents as were not at the meeting and urge them to perform their duties; or, if there is no probability that they will do so, secure substitutes, and place the subscription books, and perhaps Bibles and Testaments, in their hands. Either with or without the local agent, he should call on as many subscribers, and others, as time will allow—for although it is not expected to make a general canvass, he can frequently spend a few hours in calling upon subscribers—especially in villages, where calls can be made rapidly—and accomplish much by so doing. Every proper opportunity should likewise be embraced to obtain new subscriptions. Not only should additional members be solicited at the meeting, but if there are individuals who will be at all likely to make liberal subscriptions, they should be visited at their homes the next day. At the close of the tour in a county in connection with semi-annual meetings, a copy of the book and cash account of the county agent should be sent to the general agent, as is done

at the close of the annual ones. He should also be informed of any changes in officers or agents, that they may be entered on his abbreviated books.

QUARTERLY MEETINGS.

These, when held, take the place of semi-annual ones. They are deemed preferable, and we persuade the societies to arrange for them whenever practicable. One object is to get the local agents to make calls as often as once a quarter, until they can finish their work, instead of allowing it to remain unattended to until near the close of the year. The circulars which we send to them, notifying these quarterly meetings, and requesting them to collect money, circulate books, &c., and report what they have done, will have a tendency to secure this result, so that, even if the meeting is a failure, the calling of it will not be in vain.

Another object is to save expense, as these meetings are to be held, generally, without a traveling agent. We shall also secure a better attendance, as they can all be held on Sabbaths, while semi-annual meetings, attended by a traveling agent, must of necessity be held mostly on week days.

Still another object, is by having these meetings in different parts of the society, to bring their influence to bear upon those who would not attend the annual ones away from their immediate neighborhoods.

Then, also, those who deliver the addresses on these occasions will be likely to become more interested in the cause themselves, by their efforts to interest others.

We hope, as another result, by committing these meetings to the people—and especially to the officers and local agents—to bring them to feel that the cause is *their own*—to give them an opportunity of showing that they can do something *themselves*—to lead them to depend less upon traveling agents, and to make the societies more self-sustaining.

An objection which may be raised against quarterly meetings is, that they will give the Bible cause undue prominence, and weary congregations by its too frequent presentation. But the same objections might be raised against monthly concerts for missions or Sabbath schools, or indeed against frequent religious meetings of any kind. We need to meet frequently to *do* good as well as to *get* good; and once in three months is not too often to have our attention called to our indebtedness to the Bible, or our responsibilities in connection with its circulation. Besides, these quarterly meetings are to be held in different neighborhoods, so that each will generally have but one meeting during the year.

But the traveling agent, though absent, must be the life and soul of these meetings, as without his attention they will amount to but little. At the annual meeting he should introduce and recommend them, stating clearly the reasons therefor; and if the society votes to adopt them, have the day, time of day, and place of each, decided upon and recorded by the Secretary.

Unless there are special reasons to the contrary, these meetings had better be held on the first Sabbath of each quarter of the year—that is (omitting one), on the first Sabbaths of March, June, September and December—so that the agent can send out his notices for one quarter, and thus have this duty off his mind until it is time to send again. Otherwise he must be constantly on the *qui vive*, lest the proper time for mailing the circulars, &c., to a particular society, should pass by. It will also, generally, be better to have them in the afternoon or evening, so that notices can be given in the forenoon of the same day, and so that different congregations can better unite in attending them.

It will be best to have but three quarterly meetings each year, omitting the one for the quarter during which the annual one is usually held. The propriety of having them in different places should be suggested by the agent, who will make the necessary memoranda concerning them upon his transcribing and abbreviated books. He should also leave a memorandum of their times and places, with each officer and local agent, blanks having been prepared for the purpose.

About three or four weeks previous to each meeting he should send circulars to the officers and agents, calling attention to them and to their duties in connection with them. If it will not increase the postage, the notices in these circulars should be filled out before sending them. If it will, they can be filled out by those who receive them, if you have left with them the quarterly cards, or memoranda, as before suggested. At the bottom of the circulars sent to local agents will be found blanks for their quarterly reports. In the one sent to the Treasurer, or in the letters to him, a blank report on a separate piece of paper should be enclosed.

The principal danger of the failure of quarterly meetings will be the neglect of the officers to secure speakers and make other necessary arrangements. They should, therefore, be instructed with regard to their duties in connection with these meetings by the agent, before he leaves, and reminded of them by letter afterwards. In addition to this it will be well for the agent, with the approbation of the officers, to secure certain ministers, or other persons, to deliver the addresses at the several meetings, and minute their names and post offices on his transcribing book, in connection with each, so that he may address them in relation to their engagements at a proper time afterwards.

In connection with the quarterly meetings there will be duties to be performed similar to those heretofore pointed out as devolving upon the traveling agent, in connection with the semi-annual ones. But, as he does not attend the quarterly meetings, he must, by correspondence, secure the performance of these duties by others. From the local agent's reports, which have been sent him, or from the lack of such reports, he will be likely to know what ones are not efficient, and where changes should be made. He can suggest these changes to the Treasurer, and also the importance of his transferring the subscription books, if any are made, to the new local agents, and informing them of their duties. He will also request the Treasurer to send him, immediately after the meeting, his quarterly report, with a record of changes, &c., on the back, and also the reports of the local agents. In this way he can be kept informed of what is being done, and will know better what to do himself in future. This information will be of special use to him in making out his programme for the next annual meetings. If he finds that a society is efficient, and doing its work properly without him, he can arrange his appointments so as to devote but little time to it; while, if he finds that almost nothing is done in his absence, he will, of course, give it more time in his programme, so as to make up their lack of service by his personal efforts. He should also correspond with the Treasurer in relation to remitting funds, procuring books, &c., and if he cannot get the necessary work done by him, or information from him, should write to some other officer of the society.

Although we want to make the quarterly meetings general, yet, in some counties, part of the societies may vote to have them, and others only semi-annual ones. In such cases, if the agent attends the latter, he can at the same time pay a hasty visit to such societies as hold quarterly

meetings, and do whatever may seem necessary within their bounds, though he does not attend their meetings. If he does not attend the semi-annual ones, they had better be on the Sabbath, as much larger congregations can then be gathered. Even if an agent does not attend any meetings except the annual ones, it may be well, if he has time, to pass rapidly through the various societies, at some time during the year, for the purpose of setting in order anything which may have become disarranged, and giving them a new impulse. He can do this to some extent in passing from one portion of his field to another, or in going to and returning from his home. In this case, the plan is to call upon all of the Treasurers and as many of the local agents as possible, and write brief letters to others, after learning from the Treasurers or their books that they have not completed the work. He can also call upon such subscribers as he passes, being always careful to inform local agents what he collects, and to request them to collect from others. In this way he can pass through two or three societies daily—gather up funds for the county society, and impart velocity to machinery which might otherwise remain motionless to the end of the year.

COUNTY ANNUAL MEETING.

This is usually held at the close of the labors of the agent in the county. He will generally present the cause to the churches at the county seat, and canvass the territory not included in the branches previous to the county meeting. As this is designed for the entire county, and partly for the transaction of business, it should occur on a week day. The executive committee should be consulted on the first arrival of the agent in the county, when the time and place of this meeting should be decided upon, and when also local agents for the county seat and vicinity can be appointed.

The interest and usefulness of the county anniversary, and the numbers present, will depend very much upon yourself—upon your tact and zeal in “getting it up.” The best way is with the assistance of some members of the committee to secure a number of speakers, assigning a topic to each, and then have a quantity of attractive hand bills printed, announcing not only the time and place of the meeting, but the speakers and their themes, and post them as you pass over the county. In addition to this, the meeting should be published in the county papers, and by clergymen in their desks, from notices furnished by yourself. It may be well, also, to refer to the gathering at the meetings of the branch societies, and have delegates appointed, with the understanding, however, that this does not exclude others from attending.

The meeting having been thus announced, suitable reports should be made ready, the preparation of which will, in some instances, require your assistance for a day or two. The treasurer's report should exhibit the cash received from each branch society, the donations at the county seat, the amount from sales in the depository and by the county agent, the amount from other sources, the aggregate, and disposition made of it. His Depository report should show the amount of books received and the disposition made of them, the amount delivered to each Branch Society being reported separately. Following this, should be a statement of the account between the County Society and the American. Before making out the Treasurer's account, an inventory of the books on hand should of course be taken, and his accounts be balanced.

The Secretary's report should be more general, presenting a history of

operations during the year, or during the existence of the society, if thought best; and embracing some of the main items of the Treasurer's and County Agent's reports. A copy of this should be forwarded to the Parent Society.

The agent's report should exhibit the results of his labors, and the condition of the cause in the county, and should embrace the aggregates of his county summary, with such interesting facts as have fallen under his observation. The reports should be presented, and the necessary business transacted before the addresses.

Where the society is in a condition to make a donation to the A. B. S. it should be suggested, and action taken by the society or its executive committee. This donation can be applied to constitute life members of the Parent Society, and it will be well for you to present the names of efficient local Agents for this honor. After the meeting, an account of it and of the operations of the Society, should be published in the county papers. This account should be so prepared as to make the best impression possible.

A county summary, with a brief statement of what was done at the meeting, *and names of all new officers*, should be forwarded soon after, by the county agent, to the Agent of the Parent Society.

In case of a change of county Treasurers, the Agent should before leaving the county, assist in removing the books and opening new accounts, and should inform the branch treasurers of such change.

SUGGESTIONS IN RELATION TO BIBLE MEETINGS.

Meetings for the formation of branch societies are usually held on the Sabbath, as it is desirable to address a good congregation before organizing. Matters can be so arranged before hand, that the organization need occupy but a few moments.

Annual meetings of branch societies should generally occur on week day evenings. Where two are held weekly, Wednesday and Saturday evenings will be the most appropriate times. Saturday evening will generally be preferable to Sunday, at least in villages, for the following reasons: 1st. If we make an appointment while at a distance, for an annual meeting on Sunday, it may interfere with some previous appointment. 2d. While the transaction of the business of an annual meeting occupies but little time, and may be done on the Sabbath without sin, *if necessary*, yet it seems more appropriate for a week day. 3d. Although the congregation will be small on Saturday evening, yet if the business is disposed of then, the agent will be more at liberty to present the cause, whenever there may be opportunities, on the following day, and can then state what was done at the meeting, and what has been accomplished by the society. Should there not be enough out at the Saturday evening appointment to transact the business, it can be adjourned to some hour of the Sabbath. But when officers are to be appointed at a Sabbath meeting, or at any other where a good congregation is expected, the *nomination*, as before stated, should be made out beforehand, as it is disastrous to the interests of a meeting to keep a large audience waiting for bashful men to nominate officers, and selections made at such times are very apt to be injudicious.

Not only should the business be transacted at the annual meeting, even if but few are present, but a brief address should be delivered, as it is desirable to make these meetings interesting, that they may be well attended hereafter. The officers are requested in the circulars to provide

speakers for these occasions, but they often fail to do so, and in such cases the duty will devolve upon yourself. The agent should arrange to address two or three congregations each Sabbath, if possible. Some times he can make special appointments for this purpose, and sometimes can fill the appointments of others, or make a few remarks at the close of their sermons. The objects of these meetings is both to diffuse information and to secure subscriptions. During the fall and winter it may be well to have week evening appointments for lectures, in addition to those at the annual meetings. The agent can write to the treasurer beforehand, stating what evenings, in addition to the one of the annual meeting, he expects to spend within the bounds of the society, and requesting him to make appointments at such places, other than the one where the annual meeting is held, as he may think best, and inform him on his arrival. But a better course is for each agent to note on the transcribing book (especially for the benefit of his successor, who may be a stranger in the county) the places where such meetings should be held, and then the traveling agent can himself decide where he will address congregations on particular evenings, and send notices directly to the local agents in those districts. If his county map shows the school districts, it will aid him in making his appointments.

LOCAL AGENTS.

These are essential to our system. We cannot do without them; and yet it will not answer to depend upon them *entirely*. Some of the county agents, observing the inefficiency of many of the local ones, conclude that it is vain to endeavor to get them to perform the work, and do not take sufficient pains to initiate and superintend them. Others rely too much upon them, and do not spend sufficient time in personal solicitation themselves. The proper course is for traveling agents to steer between these extremes—to spend as much time in personal visitation as possible, and yet so instruct and incite their local fellow-laborers that something will be done after they have left. He should, of course, exercise good judgment in the apportionment of his time to different parts of a society—spending it where there is the most need of his labors. Where he can find no one upon whom he can depend to do the work, it will be important that he should spend more time in canvassing personally, while in other districts where he can find local agents who will be sure to do it he can, if necessary, leave more in their hands. So far as we can get local agents to do the work and do it *right*, the expense of agency may be saved, and the spiritual good of those who perform this labor will be promoted. There *ought* to be interest enough in the Bible cause in every community to sustain Bible organizations and perform the necessary labor in connection with them without foreign assistance. While, therefore, we take things as they are and not as they should be, and while we act upon the assumption that what we do ourselves is done beyond a peradventure, and that what we leave others to accomplish *may* be performed, and may not be, and while we attend to the *et ceteras* of our work during mornings, evenings, and other leisure moments, so that the unbroken days may be spent in canvassing, yet we should aim to secure the most service possible from those who serve gratuitously. In order to do this, several things should be kept in view.

1st. *Care should be taken to secure local agents who will serve.* It will not answer to leave our subscription books with men merely because they were appointed as agents, unless they will agree to perform the

duties of their agency, others should be secured who will. At annual meetings it will be well to call for volunteers to act in this capacity, on the principle that volunteer soldiers are more interested and efficient than drafted ones. After having provided for as many districts as possible in this way, others can be supplied by nomination. Our experience is that *ladies* are generally more faithful and successful solicitors than gentlemen, and they should often be appointed—especially in compactly settled districts, where they can visit without difficulty. Sometimes both a lady and gentleman are appointed for a single district, so that if one neglects the work the other may attend to it. In such cases, it is better that they be members of the same family and use the same subscription book.

2d. *Care should be taken to impress upon the minds of the agents the fact that the work is their own* (as it certainly is), and that if we labor together we are helping *them* instead of their helping *us*. If they receive this impression they will be much more ready than otherwise to avail themselves of our assistance, and arrange their business so as to make calls when we can go with them; whereas, if they get an idea that it is *our* work, the natural conclusion is, that we may attend to it. Their presence with us in our visits is of great importance, not only because we shall thus succeed much better than otherwise, but that they may witness our manner of operating, and be better prepared to finish the remaining work. Hence we should always have the male local agents with us in our visits, if possible; and if we place properly before them their responsibilities, and offer to help them, instead of asking them to help us, we can generally secure their company.

3d. *We should instruct the local agents thoroughly with regard to their duties.* Their attention should be called to the explanations and suggestions in their subscription books. They should read them before they commence their visits. They should also receive from you such additional explanations and instructions as may be necessary. Hence it is very important that you should have personal interviews with them. If this is impracticable, information can be communicated to them by letter. But, by *all means*, never leave their subscription books and reports any where but in their own families or in the post office. If you entrust them to the treasurer, or others, the agent may never get them.

4th. *The local agents should be supervised and prompted by you after you have left.* It will not answer for you to leave them without this, for if you do so many of them will accomplish nothing. It is true that the constitutions make it the duty of the treasurers to exercise this supervision, and we induce them to do it, so far as possible; but many of them are as neglectful of their duties as the local agents, and unless the latter are reached by you *directly* they will not be incited at all.

The plan, therefore, as before stated, is to leave a blank for a report with each local agent, to be filled out and sent to the treasurer a few days after. Care should always be taken to specify the time of forwarding it, both in the blanks of the report and verbally, and to write the address of the treasurer upon it. One object of these reports is to get the local agents to perform their work within a specified time, and another that we may know what they have done. After the treasurer has received them and copied the necessary entries into his book, he is to forward them by mail to the traveling agent at the county seat, or such other place as you may designate. On their reception you will copy the additional subscriptions reported into your transcribing book, and add the

results of the labors of the agents in all departments to those of your own, so as to present at the county meeting a summary of all that has been done in the county, so far as reported. But in many cases you will have to write to the treasurers, repeating your request for the reports of the local agents; and will sometimes have to apply to some other officer or to the agents themselves, and even then will probably get from only part of them. To those who have not reported it will be important that you write brief letters, reminding them of the need of their performing their work, and informing the treasurer what they have done. Sometimes you may have to repeat your letters to these agents two or three times before you can get any response, and finally may find it necessary to suggest to the treasurer the appointment of substitutes and transfer of subscription books. All this will, of course, require correspondence; but it is utter folly to appoint local agents and leave them to do nothing, and they must be reminded of their duties until they will perform them, or give place to others. The traveling agent must remember that he is the corresponding secretary for his district, and that he is to keep the machinery of a society moving, during his absence, by his pen. Almost all men must be reminded of their duties, or they will neglect to perform them. A letter which can be written in five minutes will sometimes accomplish as much for the cause as could be performed in half a day by personal effort on the ground.

TREASURER.

The office of Treasurer is the most important one in a branch society. He is not only the Treasurer, but the Depositary and Superintendent for the association. The constitution makes it his duty "to superintend the operations of the local agents, provide substitutes in the case of the failure of any of them to act efficiently, receive from them what they collect, pay it to the treasurer of the county society, obtain from him the requisite quantity of books, and take the supervision of their circulation." Such being his duties, care should be taken to select the right man for the station; one who feels an interest in the cause, and who will be willing to devote the requisite time to the discharge of his duties—one who will not only keep the accounts and books properly, and forward money promptly, but who will correspond with the traveling agent, and assist him in keeping the society in operation. It is important, also, that he reside centrally, and if in a village, that he have a store, or office, or shop, or some other place of business, where he and the books can readily be found. The county agent should suggest these things when a man for the office is to be nominated. He should also instruct treasurers as well as local agents with regard to their duties. Their attention should be directed to the article in the constitution defining these duties, and to the card of "Suggestions to Treasurers," one of which should be pasted into each of their books. Also to the printed "specimens of accounts" in the books.

The name and residence of the county treasurer should be given to each local one, and they should be instructed to forward to him Bible money whenever they have a few dollars on hand, and to obtain from him books whenever needed. They should be reminded that books are not to be sold on credit, unless they will advance the money, and that the society's funds are not to be borrowed for private purposes, but kept sacred until there is an opportunity to forward them. They should also be instructed fully with regard to the reasons and importance of sending reports and letters to the county agents.

AUDITING ACCOUNTS.

In addition to his other duties, the agent has to be a sort of general auditor. Our treasurers are usually good men, but not always good accountants, and sometimes neglect to make entries, or inadvertently make wrong ones, which result in loss to the cause unless corrected. The agent should be the guardian of the society's interests in this respect, and hence should be a good accountant, and make himself perfectly acquainted with the method of accounts exhibited in the specimen. The account book of the county society, as well as those of the branches, will usually be accessible to him, and the treasurers will often be glad of his assistance in straightening their accounts. He will, of course, be as ready to point out errors against the treasurer as against the society, and should be "eagle-eyed" in detecting mistakes on either side. He should see that the books are charged, in the county treasurer's depositary account, at the *selling* prices. Some societies add a trifle to the catalogue prices to cover the expense of transportation, boxes, &c.; and even where this is not done, the amount of the New York bill is different from the amount of the books at the catalogue prices, as the A. B. S. makes a discount to its auxiliaries. If, therefore, merely the amount of the bill is charged, the society loses. It will likewise devolve upon the agent to see that whatever books are returned to a treasurer are *re-charged* in his depositary account, as of course they were credited to him when they went out of his hands. He should also see that all books not otherwise accounted for are paid for in cash. This remark applies to the accounts of agents as well as treasurers. The only proper course is for all who receive books to be charged with whatever come into their hands, and credited with all that are disposed of otherwise than by sale. Then, when a settlement is to be made, add to these credits the books on hand, and subtract the amount from the amount received. This will show what have been sold, which should be credited to balance, and the same amount charged in the treasurer's account as *cash* for books sold. If part of the amount has already been credited and charged, then, of course, only the remainder should now be entered. Errors in accounts and loss to the societies frequently result from an attempt to keep an account of the sales in a depositary, or by the agent, by entering and adding individual items. While there is no objection to entering items of sale, and while, in the case of agents, both traveling and local, it should be done, yet it will not answer to *depend* upon this to ascertain the exact amount, for occasionally a book may be sold and the seller forget to make an entry of it. The only correct plan, therefore, as before stated, is to make every individual who receives books responsible for the whole amount, and require him to pay for all that he cannot show have been disposed of otherwise than by sale.

It should be borne in mind that our system of book-keeping requires two entries, in different accounts, of all money received or books delivered. For instance: if a branch treasurer receives money from a local agent, he credits it to that agent and charges it to himself. If he delivers books to him, he credits himself and charges the agent. So if a county treasurer receives money from a branch society, he credits the society and charges himself. If he

pays money to the American Bible Society, he charges that society and credits himself. One advantage of this system is, that we can sometimes correct errors in one account by referring to another. But this plan requires the careful inspection of these accounts by the auditor, for treasurers sometimes receive money from local agents or branch societies and credit it in their accounts, without thinking of the importance of also *charging* it to themselves. The appointment of an auditing committee to inspect accounts without the assistance of an agent, is generally of but little use. Such a committee seldom does much more than to ascertain that the additions and subtractions are correct, while an agent accustomed to our method of accounts, and knowing what has been done, will see that all necessary entries are made.

ORDERING BOOKS.

This matter will require the attention of the county agent in the absence of the general one. Without suggestions from an agent, the executive committees frequently neglect to send for books in time, or if they do order, they very often make injudicious selections. A very common error is to neglect to send in season for the books to be used by the *traveling agent while on the ground*. Most of them will be needed at that time, as he replenishes the depositaries and circulates personally. If he does this properly, very few additional ones will be called for by the branch societies until his next visit. It is, therefore, generally unwise to order a *large* supply at the close of his labors (though a few may be needed), for most of them may remain as idle capital in the depositary for nearly a year, subject to the risk of being injured or destroyed. But if an agent passes through a county during the interim of his annual efforts, then will be the time to consult the committees and see that such books are sent for as will be needed at the time of the annual meetings. If he does not have this opportunity, he can correspond in relation to the matter.

Another error consists in procuring too great a *variety* of books, thus perplexing agents and others with a multiplicity of prices, and getting some kinds which are unsaleable. The agent's experience will enable him to recommend the proper kinds.

Still another error consists in ordering too large a proportion of books in *costly binding*, thus absorbing the resources of the society, or plunging it into debt. The true object of Bible societies is the supply of the *destitute*, and if ~~the~~ capital and the time of their agents are expended in furnishing high-priced books to the rich at cost, the end for which these associations were organized is defeated. If the American Bible Society adopted the plan of almost all other publishing institutions, and charged for its books enough above the cost of manufacture to pay for their circulation, the case would be different; but as they are sold at about cost, and sometimes never paid for, the more we deal in high-priced books, the more we detract from our ability to supply the *destitute*. Hence those who want them had better purchase of booksellers, who make a profit and can afford to sell them. While, therefore, it may be well to have a *few* books in fancy bindings for the accommodation of those who may call at the *county* depositary, the bulk of the order should be made up of the plainer kinds. A good supply of cheap Bibles and Testaments, for

gratuitous distribution, ought *always* to be on hand. These we *must* have, while, although it is well to be supplied with other kinds, the distribution need not be suspended if we happen to be out of them.

Sometimes a few books are needed for immediate use sooner than they can be obtained from New York. In such cases, if there is no general depositary on the field, a supply can usually be obtained from some neighboring society. Where this is done, unless they are paid for or returned the amount should be reported to the treasurer of the parent society, who will credit it to one auxiliary and charge it to the other.

ADDRESSES, &c.

Much depends upon an agent making a good impression by his public speaking. And yet, perhaps not so much upon his *ability* to interest a congregation as upon his pursuing *the right course*. The following suggestions are therefore offered :

1st. *Addresses should be well prepared.* No one should go before a congregation on behalf of an important object without some previous preparation. It is well to *write* lectures occasionally—not that they must be *read*; indeed, it is generally best to speak extempore, especially to congregations not accustomed to written discourses. But whether they are read or not, they should be *studied* beforehand—should be well arranged, and filled with thought and facts. The long winter evenings, when not otherwise occupied, will furnish opportunities for us to prepare them. We never spend these long winter evenings in social chit-chat, but are always busy with pen and paper.

2d. *They should be appropriate and to the point.* The plan of choosing a text and preaching a sermon about something else, merely alluding to your work at the close is unjust to the audience and to the cause which you profess to plead. People expect an agent to address them on the subject of his agency, and a Bible agent needs the whole time to present the objects, plans, fields, results, &c., of Bible society efforts. He should, therefore, dash into his subject at once, and if he can not do so from a text, he had better dispense with its use.

3d. *They should be brief*, seldom exceeding thirty or forty minutes in length. If they are too long, the interest of the congregation flags—they become impatient, and the object of the discourse is defeated. Besides considerable time will be required at the close of the address for explanations and subscriptions, and it is important that the latter be taken before any have become wearied and left the house.

The explanations should be clear and comprehensive, and yet as brief as is consistent. The design, nature, time of payment, &c., of the subscriptions, should be fully set forth. All should be invited to pay at the time who can, and others should be informed publicly to whom their payments can be made.

We should insist upon having the *names* of all who contribute, and never, unless in very peculiar circumstances, take a mere public collection. Such collections seldom amount to much, and they prevent individuals giving respectable sums. Most persons will pay three or four times as much if they write their names, as they will if

they contribute without doing so. Moreover, we want to secure annual subscriptions, so far as possible, which may be relied on for an income hereafter, and hence need the names of those who give such, whether they are paid at the time or not.

In taking pledges in public congregations it is necessary that the agent should exercise some supervision and generalship. It will hardly answer for him to sit down in the pulpit and leave those who circulate the papers to take their own course. He should be down among them, supply them with cards and pencils, assign them to different tiers of slips, caution them to write the *full* names, and plainly; to mark all *paid* that should be, to proceed *slowly* and give all a chance, &c. Some men will pass through a congregation in great haste, merely holding the papers *at* the people as they pass along, and return without anything, while others will go to each individual personally, use a little persuasion, and meet with good success. We have subscription cards for use in public congregations, but if you are not supplied with them, slips of common paper will answer.

Sometimes men who succeed well in their week-day labors, and can also make a good *statement* in public, are not qualified to address fastidious congregations. When this is the case with an agent, he ought to be conscious of it, and secure the presentation of the cause by the pastor, while he attends to make such remarks as may be necessary at the close, and superintend the subscriptions. Unless he is a good public speaker, this will often be better than for him to deliver a regular address.

Some of the agents may occupy their fields for several years, but of course will wish to avoid saying things twice to the same congregation. Hence it will be well to keep a record of the skeletons used at each place for future reference.

We are frequently meeting with statistics and incidents appropriate to Bible addresses, and yet many of them will pass from our minds unless they are recorded. It is well, therefore, to copy them into a book and to commit some of them to memory.

LARGE SUBSCRIPTIONS.

That they are *needed*, no one acquainted with the magnitude of the work to be accomplished will deny. That they might be given, no one who knows the resources of the professed friends of the Bible, and what large sums they expend uselessly or hoard for their injury and that of their children, will doubt. "But the important question with us is, how can large subscriptions be obtained?" We reply, the way to secure large sums is to *ask* for them; and although the entire amount asked may seldom be granted, yet larger sums will often be given than if small ones only were solicited. This has been the experience of almost every successful agent.

A former agent of G—— College related that he once obtained from one man a donation of \$15,000 for it. He laid before him the origin, history, usefulness, and wants of the institution, and then, instead of inquiring of him what he would give, asked him for enough to endow a professorship (\$15,000). The man seemed astonished at the request, but dropping his head in deep study he thought for a moment, and replied, "*I will give it,*" remarking that

he was indebted to religion and the church for what he was. Said the agent, "Had I asked him for a hundred or five hundred dollars, that is probably all I should have obtained."

So in raising funds for the Bible cause. Ask a man for fifty cents and he will not be likely to give more. But ask him for thirty, or one hundred and fifty, or five hundred, or one thousand dollars, and he *may* give it, or if he does not, he will be likely to contribute a larger donation than if we solicited but a small sum at first. Of course we do not mean that all we have to do is *merely* to ask. We must present *motives*—must urge men by the true object of life—by the right use of property—by the responsibilities that rest upon them—by the value of the Bible—by the condition of the destitute—by the worth of the soul, and by other motives, to be benevolent. In short, we must exhibit some *skill in persuading men*, without which we are unqualified to be soliciting agents. In our applications it is important that we present the *world* as our field—a field to be supplied with the Bible by the present generation, and that its accomplishment requires *munificent* contributions. Instead of telling an audience, or an individual, how much good thirty or fifty cents will do, it is much better to remind them of the good that may result from ~~the~~ contributions of *five, thirty, or one hundred dollars*. We must talk about large sums, exhibit the large subscriptions of others, ask for large donations, raise the ideas of those to whom we apply as high as possible, and then, of course, take what we can get, expressing our thanks for the same, though we may be disappointed in the amount.

We have some documents in relation to large donations of money, railroad stock, notes, land, &c., which it will be well to send out ahead of us by mail, to prepare the way for our applications. In this case, it is important to keep a list of the names of those to whom we send, and a memorandum of the results of our applications, so as not to send or apply to the same persons twice, unless there is hope of good by so doing.

LIFE MEMBERS.

In accordance with the constitutions of the branch societies, five dollars constitutes a life member—the receiver of the certificate of life membership being entitled to a common bible annually for distribution. You will promote the interests of the cause, by obtaining as many subscriptions of this size as possible, where you cannot secure larger ones. If these are payable annually, some friend of each contributor can be constituted a life member every year, as long as the subscription is paid. You will be furnished with a supply of certificates, and should get the signatures of the President or Secretary, or both, to the requisite number if convenient, and if not, sign them yourself as agent. The exhibition of them will aid you in obtaining life members. They should be filled out by a good penman, and be delivered by yourself, whether the subscriptions have been paid or not, as there will be but little danger of their being used to draw books with, until payment is made, as their possession may prompt payment, and as, if left with others to be delivered, they may never be received. It will be well for you to suggest to subscribers of five dollars the idea of constituting members of

their families, or other friends, instead of themselves life members, as, if they constitute themselves such, they may afterwards plead their life membership as an excuse for not giving.

Ten dollars sometimes constitutes a life member of a county society. When this is the case, it will be well to obtain such sums whenever practicable, and especially at the county seat and vicinity, where there is generally no branch. Blank certificates for such life members can be obtained from New York, or if not convenient to get them, those designed for life members of branches will answer.

Thirty dollars constitutes a life member of the *American Bible Society*, with the privilege of drawing, for distribution, one dollar's worth of Bibles or Testaments annually, and receiving the Annual Report and Bible Society Record. It will be the duty of the agent to secure as many subscriptions of this size as possible, and to ask for them whenever there is the least probability of obtaining them. You will be aided very much in this effort by having a specimen certificate to exhibit, which will be sent to you on application to Henry Fisher, Bible House, Astor Place, New York. Where the cash cannot be obtained to constitute life members of the Parent Society at the time, pledges may be taken and sent to the general agent, and if a subscriber is unwilling to pledge thirty dollars, payable at once, it may be conditioned to be paid in two or three annual installments. These notes should always be dated, the name and post-office of the individual to be constituted a life member inserted, and the post-office, county, and state of the signer, written at the top or bottom of the pledge. The subscribers should be instructed to forward the installments, as fast as they become due, to the general agent for the State, or to the treasurer at New York; and that when the last installment is paid, the certificate will be forwarded by mail.

One hundred and fifty dollars constitutes a life director of the A. B. S., and you will, perhaps, be able to secure some payments or pledges of this amount.

You will do well, also, to suggest, on proper occasions, that the A. B. S. will be glad to receive legacies for the furtherance of its important work, and to inquire of Judges of Probate, or Registers, whether they have wills in their possession in which the Bible Society is interested.

As before stated, life members and directors of the parent society are entitled to the Annual Reports and to a certain amount of books every year. The former, on account of the expense of postage, are not often sent, unless applied for, though they can sometimes be obtained at the county depositaries. The *books* can always be obtained there, when more convenient than to get them from New York. But in such cases, the amount drawn, with the names of the drawers, should be reported to the treasurer of the A. B. S., so that the auxiliary may be properly credited. It should be made known to members of the parent society, and of its auxiliaries and branches, that the books to be drawn are of the cheaper kinds, *for distribution to the destitute*, and not for their own use, or as presents to friends already supplied.

The books to which life members of branches, and subscribers of one dollar or more, are entitled, can be drawn from the de-

positories of the societies of which they are members. It is better that they should get them there than to receive them from the agent. If they are not sufficiently anxious to obtain them to go to the depository for the purpose, they will hardly be likely to dispose of them judiciously if placed in their hands.

CHILDREN'S BIBLE FUND.

The American Bible Society devotes a small portion of the "Record" to a "Children's Department," and acknowledges donations to the "Children's Bible Fund." It is very desirable to interest children in the work of spreading the Scriptures, not only on account of the amount which may be realized from them now, but on account of the good which will result to *them*, and that they may be trained to contribute cheerfully and regularly hereafter. The agent will therefore improve every opportunity of addressing Sabbath Schools, and taking subscriptions in them, for the promotion of this enterprise. These subscriptions will be left with the Superintendent, to be collected by him and forwarded to the Treasurer of the A. B. S., and will be credited to the Sabbath School from whence the money came.

Money for the "Children's Bible Fund,"—that to constitute life members of the parent society, and that to pay for the "Record,"—is sent directly to New York, while all other money (except for signs, blank books, &c.,) is paid to the treasurer of the county society.

In addition to the above, it is well to get subscriptions from children (with the consent of their parents) at their homes, or by addressing day schools for five or ten minutes, and taking pledges on the spot. They will be pleased with the idea of thus becoming members of the society, and although the sums may not be large, the results of early giving may be seen afterwards in increased and systematic contributions. As these small sums might be used as precedents for adults to give small ones also, if placed on the pages with the others, it will be well to devote one of the last pages of the book to children's subscriptions, and head it with the pen accordingly. Still, these subscriptions need not be so very small, if the agent properly impresses the minds of parents and children with the magnitude of the object, and the importance of liberal donations. The contributions of children—except where they give in the capacity of *Sabbath Schools*—should go into the treasury of the local society, the same as any other money collected by local agents.

THE RECORD FOR LOCAL AGENTS AND OFFICERS OF BRANCHES.

It is very desirable that these fellow-laborers should receive this paper, that they may be reminded, by its monthly reception, of their duties—that they may be interested and informed with regard to the doings of Bible societies, and that they may have specimens to use in obtaining subscribers for the publication. At the close of the effort in each county, therefore, the traveling agent will forward their names to Mr. C. T. Rowe, Bible House, Astor Place, New York, with a request that he will send the "Record" to them for one year. The expense (12½ cents per annum to auxiliaries) will in

almost all cases be cheerfully assumed by those auxiliaries; and after consulting the county officers, if they do not object, you can, in ordering the papers, request Mr. Rowe to charge them to the county society. If they *do* object, you can request him to send them free, and it will be done. In case they are to be charged to the auxiliary, the amount (which will be as many times 12½ cents as there are agents and officers in the county,) should be credited to the A. B. S. in its account on the county treasurer's book, that this may correspond with the accounts in New York.

Some complaint has been made at the Bible House that the names and post-offices of those for whom the "Record" is ordered, are written so illegibly that they cannot be deciphered. Also, that the names of subscribers who have paid for the paper are mixed with those of local agents and others who receive it at the cost of the county society, so that it is difficult to know how much to charge. We must try to guard against both of these complaints hereafter. It will be well, in ordering "Records," to state the number to be charged to the county society, the number which have been paid for by subscribers, and the number expected gratuitously.

ADDITIONAL COUNTY AGENTS.

There will frequently be openings for new county agents, and those who are already in the field, and know what qualifications are needed, can aid the general agent very much in securing the requisite number of efficient fellow-laborers. You will, therefore, confer a favor by suggesting the agency to such as you deem qualified for it, and putting those who wish to engage, in communication with the agent of the parent society. But whoever introduces an agent into this work, touches chords that will vibrate for weal or woe *forever*, and hence great caution should be used not to recommend men who are unfit for the office.

COMPLAINTS OF PREDECESSORS.

While engaged in your labors, you will occasionally hear complaints of former agents and their operations. Your good sense and your experience will teach you to pay but little attention to these complaints. They often arise from a misunderstanding of the facts, and were the individual against whom they are urged on the ground, he would be able to explain his conduct satisfactorily. You will, therefore, instead of assenting to the justice of these complaints, and joining the defamers of your predecessor, explain his conduct, and apologise for him so far as is consistent with truth and propriety, remembering that you may in turn be assailed, and the cause and yourself need the like favor from your successor.

PRINTING.

Editors and publishers are generally willing to make subscriptions of five, ten, or thirty dollars each, payable in printing. We thus get much of our job printing done without expense to the society. You will please solicit such subscriptions where you cannot get them payable in money, and when successful, ascertain the cost of a certain job, leave a specimen of the papers which you wish printed, and get them before leaving the county. Almost any one of our

numerous kinds will come in use, but the subscription and transcribing books are usually printed in large quantities, and furnished by the general agent. If possible, you should read (with great care) and correct the proof-sheet of your job, as otherwise, when you receive the papers, you may be mortified by the numerous errors in them. Such of these papers as you do not need for your own use, should be delivered to the general agent. Such kinds as you expect to receive from him, should be applied for in time, so that they may reach you before you are entirely out, and all that you will need for some time ahead should be applied for at the same time, so as to save expense. Small packages can be best sent by mail, and large ones by express.

COUNTY AGENTS' POST OFFICES.

These should be the county seats, or the head-quarters of the respective County Bible Societies for which they labor. They will be oftener at these places than at any other, and can send there frequently from different parts of the county. If they undertake to receive their communications at various post offices, they may fail to reach these offices until after they have left the vicinity, and thus cause embarrassment. The General Agent will therefore address you at the post office where the County Depository is located, and it will be well for you to request other correspondents to do the same. Rolls, packages and papers should be inquired for as well as letters, and their reception acknowledged. When you leave the county, a note should be left with the P. M., requesting him to forward mail matter to your next post office.

CORRESPONDENCE WITH THE GENERAL AGENT.

As the Agent of the Parent Society has the general supervision of the entire field, and is responsible for its proper cultivation, a brisk correspondence should be kept up between him and the County Agents. He should also receive the reports or abbreviated books from them promptly, so that he may know what they are doing, and make the necessary suggestions in reply. Unless he does receive them promptly, one of the principal objects of sending them at all is lost. One should, therefore, be mailed to him immediately after the completion of the work in each branch society, with a letter conveying additional information. These letters will, of course, be replied to if necessary, but the non-reception of replies should not prevent the regular transmission of transcribing books and letters as often as once or twice a week. A memorandum should be kept by the County Agent of the books forwarded, so that he may know when all have been sent. It is true that the County Agent receives his salary from the County Societies, but this should make no difference with his intercourse with the Agent of the Parent Society, for the former is most likely indebted to the latter for his situation, and the County Committees and General Agent are supposed to work in harmony. Besides, no General Agent can carry out any plan on his field unless he has the co-operation of his fellow-laborers, and knows what they are doing. As he gives himself wholly to the work, he is, of course, better prepared to supervise the labors of the County Agents than are the Executive Committees; and as this supervision

is designed for the benefit of both Agents and Societies, all parties generally assent to it cheerfully. Even if the Superintendent has occasion sometimes to point out errors, it should not give offence, as all are liable to commit them, and "those who tell us our faults may be our best friends." In addition to the results of the Agent's labors, there are many other things connected with the Bible cause which the Superintendent needs to know, and which will occur to the County Agents when penning their communications. Especially should they report the doings of each County meeting or Committee meeting which they attend and the General Agent does not, and after each County annual meeting, send him the names of all new officers, including the *Vice Presidents* and *Directors*. When letters are written to the General Agent, his unanswered ones should be re-read, and the information which he has requested in them communicated.

THE BIBLE AGENT A HOME MISSIONARY.

While we are intent on raising funds for the Bible cause, we must remember that this is not our whole duty. There is not only a business part, but a *missionary* part to our work. The ultimate object is to *do good*. Hence, while funds must be raised, every Agent is expected to pay particular attention to the circulation of books, and especially to the supply of the destitute. Notwithstanding all that has been done in previous years, there are probably one million of families, or five millions of individuals in our country destitute of an entire copy of the Scriptures, many of whom will remain in this condition, unless sought out and supplied by Agents. We must, therefore, be particular to inquire into the wants of families with regard to the Scriptures, and see that they are supplied by sale or gift. We must be sure that every family has a *whole* Bible, and, in addition to this, that every domestic, or boarder, or child, able to read, has either a Bible or Testament of his or her own. It will not answer to make the circulation of books a mere incidental matter. We must *exhibit* them, and explain the extent to which the Society wishes to go in the supply.

In addition to the circulation of books, we can do much good by speaking of their value, urging their perusal and a conformity to their requirements, especially when placed in the hands of children. We can also do much good by religious conversation and prayer,—especially in families whose hospitalities we share, and in those who are destitute of religious privileges—by speaking in Conference meetings—by addressing Sabbath Schools, and by improving the hourly opportunities of usefulness with which we are favored. We enjoy opportunities of usefulness such as are possessed by few—and these golden opportunities of making our fellow men better and happier, fully compensate for the privations and hardships connected with our work. Hence, one of the most important qualifications for a Bible Agent is ardent piety—not ostentatious, and yet so pervading that it will be manifested to all with whom he comes in contact. Such an individual will accomplish much good in addition to the circulation of the Scriptures, and in his succeeding visits will be welcomed by Christians to their homes and their confidence. We may be very successful as Agents, so far as appears upon paper, and yet if we have not manifested the spirit of Christ in our labors—if we

have not left the impression that we are *good men*, striving to do good, it might have been better for the cause if we had never been connected with it. But while it is important to do good personally, it is not best to have long conversations with those who cavil with regard to the Bible or the Bible cause. We cannot afford the time, and such conversations seldom result in much good. We had better leave a tract for them to peruse after we have gone, while we spend our time where our efforts will not be in vain.

PERMANENCE, PERSEVERANCE AND DEVOTION TO THE WORK.—It is very important that those who labor in the Bible cause on the plan heretofore proposed, should make the agency a business for at least some years, if not a profession for life. The cause suffers by frequent changes of agents. The Bible work, as well as almost any other, requires *experience*. After having secured and initiated an agent for a field, we want to feel that it is provided for, for future years, as well as the present. He can frequently do better on it in succeeding years than the first, on account of his acquaintance with the people, and the geography of the country, as well as on account of his increased acquaintance with the work.

Especially, do we need to depend upon agents to fulfill their *engagements*. There seems, sometimes, to be a want of feeling of moral obligation to do as *agreed*. We have been sorely perplexed, and the Bible cause very much injured by agents violating their engagements and leaving their work before the completion of counties which they had agreed to canvass. On some occasions, after having spent much valuable time in preparing the way for agents and instructing them with regard to their duties, and after having made *positive* arrangements with them to perform the work in certain counties and depended upon them to do it, they have suddenly left without any seeming compunctions of conscience or regard for the obligations which they had assumed, and we have been under the necessity of letting the machinery stop until we could find and initiate another man, and then have it managed by an inexperienced agent. The proper time to resign, if at all, is at the close of an effort in a county, and not in the midst of it. We must therefore remind those who lack perseverance, and who are disposed to change their employments frequently, that after having agreed to canvass a county, it is for their own interests, as well as for those of the Society, that they complete their engagements, unless honorably released. Otherwise the Society will be under no moral or legal obligation to pay even for the time actually spent. The injury to the cause will frequently be as much as his time was worth. If unforeseen circumstances render it *impossible* for an agent to proceed, there will be no difficulty in getting released, and receiving pay for the labor previously performed. But the mere fact of a disinclination to labor in the cause, or, of an opportunity to secure more lucrative employment, will hardly be considered a sufficient reason for allowing the work to stop, or committing it to a new man.

It is also important that agents should arrange their affairs so as to devote themselves *wholly* to the work. If their attention is divided between their own business and that of the Society, both will be likely to suffer. We generally need, and can find employment

for *good* agents throughout the entire year, and they will find it for their pecuniary interests, as well as for the good of the Bible cause, to have as few deductions from their salaries on account of absence from the work as possible.

PUNCTUALITY.

Our Our system makes it necessary that our appointments be made weeks or months beforehand, and that our work in each Society should be performed at a particular time, and not merely when it happens to be convenient. If that time passes by, there is no other for it, as the remainder of the year is assigned to other places. Moreover, ~~other~~ machinery is so connected, that the failure of a single wheel to perform its part, may derange the operations of many others. Hence, when an agent has engaged to be at certain places at certain times, no slight obstacle should deter him. If home is to be visited, or business attended to, it must be provided for in the programme. And when the programme is made, a little rain, or cold, or mud, must not prevent his filling it. It is well for agents to be provided with covered vehicles, so as to be able to travel in all kinds of weather. In case of the sickness of an agent, the best arrangement possible should be made to keep up with the work. Sometimes he can get a good man to take his place for a few days, laboring under his supervision and receiving his wages. But in such case, if he can remain in the county until he recovers, and superintend the operations of his assistant, on the ground, it will generally be better than to travel fifty or one hundred miles to reach his home, thus exposing himself in his journey and leaving the cause to suffer during his absence.

CONVEYANCES.

In portions of the country snow frequently falls to such a depth as to make it difficult to proceed with a buggy, and yet does not remain long enough to render it safe to venture far with a cutter, or to depend long upon it. In such cases the best course is to get plank runners (which can be made after the snow falls in a few hours, and at trifling expense,) and attach the buggy, box and thills to them. When the sleighing leaves, the runners can be sold or abandoned without much loss, and the use of the wheels resumed. In other portions farther south, the difficulty, especially during the winter and spring, is on account of the mud which for weeks together, renders it impossible to travel with speed or pleasure. Hence, the agent should be provided with a pair of large saddle-bags as before suggested, and go on horseback whenever necessary. In this way he can with less detriment to his horse, frequently visit twice as many families in a day, and accomplish twice as much for the cause as if he attempted to drag his buggy through the mud. Sometimes it may be best to leave the buggy at the county seat, and sometimes for the sake of replenishing the depositories and saddle-bags, to take it from one branch Society to another, leaving it with the Treasurer while visiting different parts of the Society on horseback. But whenever the state of the roads will permit, it will be better to travel with a buggy or on runners, not only for the

purpose of carrying a larger supply of books, but the local agents also.

MAPS.

A good outline map of each county is essential for the guidance of the agent in his work. It can be best *commenced* at the county seat, where the necessary information can be obtained, and where a county map can generally be copied from. It should show the congressional townships, names and boundaries of the towns or precincts, names and bounds of the Bible Societies, when different from those of the towns, the head quarters of the same, with the school districts, the villages, principal streams, &c. The head quarters of the Societies and the names or numbers and boundaries of the school districts, can be ascertained and marked from information which you obtain while visiting the branches. The paper should be large enough to admit noting all these things upon it *plainly*. Such a map will be of great use to you and your successors, and should be consulted often. It will guide you in reaching the Treasurer and local agents of each Society with the least travel, and will enable you to know what school districts should be provided for and visited. A copy of this should be forwarded to the General Agent, while the original should be kept safely with the transcribing books, and handed over with them when you discontinue your labors.

ARTICLES FOR THE PRESS.

The editors of newspapers, secular as well as religious, are generally willing to lend the use of their columns for the promotion of the Bible cause. Such Agents as are qualified to write for the public should adopt this method of increasing their usefulness. In addition to programmes and notices, it will be well to publish, occasionally, brief articles in relation to our work. Such articles, if properly prepared, will serve as a favorable introduction to the people, and pave the way for calls upon them. But care should be exercised, as otherwise they may do more harm than good. They should not be of a nature to give offence or provoke controversy. Especial care should be exercised in the preparation of the reports of meetings and the doings of societies. Instead of a verbatim report, embracing all the dry details, it is much better to write a general article, bringing out such facts, and such only as are calculated to make a good impression on behalf of our cause.

EFFORTS AMONG FOREIGNERS.

The number of European immigrants in the United States, and their destitution of the Scriptures—the good resulting from their circulation among them, and the willingness of such as are Protestants to contribute for their circulation, justify increased attention from us. The Protestants are almost universally willing to contribute to the Bible cause, when it is properly explained to them. Although their gifts are not large, yet a larger proportion of them subscribe than in congregations of Americans. The proper way to present the cause to them by those who cannot speak their language, is to make some explanatory statements in English (which some of them will understand) at the close of a sermon from their pastor, or

in place of it; then have him follow you with a similar statement in the language of the people addressed, and then circulate slips for subscriptions. Such subscriptions had better be transient until they become better acquainted with our operations. In all places where there are foreigners, we should inquire if there are not congregations of them which we can address, and see their pastors and make arrangements to do so if possible. Nor should they be neglected in our family visitations. If practicable, one of their own number, who speaks also the English language, should accompany us on these occasions. We shall thus, in addition to raising something for the cause, be able to supply the Biblical wants of these foreigners. There is generally a greater destitution among them than among Americans, and hence their supply should receive more attention. Unless already acquainted, we should always enquire, previous to visiting branch societies, whether there are foreigners in them, for whom a supply of Scriptures should be taken out.

SUPPLY OF CRIMINAL AND HUMANE INSTITUTIONS.

There is generally in each county a jail and a poor-house. The inmates of these institutions require the visits of the Bible Agent annually. No classes need the Scriptures more, and perhaps none will be more likely to be benefitted by them. We should attend to their supply in every county which we visit.

CIRCULATION OF BIBLES BY TRACT COLPORTEURS AND OTHERS.

Notwithstanding the efforts of Bible Societies, the Colporteurs of Tract Societies usually find some forty thousand families, every year, destitute of the Scriptures. They dislike to leave them in this condition, and frequently apply to the Depositories of County Bible Societies for books for their supply. As there is no danger of circulating too many Bibles, and as these Colporteurs may supply some who would be missed by Bible Agents, it is well to encourage these applications and to advise Bible Committees and Depositories to furnish the needed books of the cheaper kind. But it should be understood that those who circulate them are to return to the Depositories what are left, and the money received for those sold, with a report stating the disposition made of those not returned. The same remarks apply to applications of Pastors for books to circulate, which should also be encouraged.

ANNUAL REPORTS, &C., OF THE A. B. S.

The object of these is to diffuse information in relation to the doings of the Society, and increase an interest in the circulation of the Scriptures. A few are usually sent with the Bibles and Testaments ordered to each auxiliary. Sometimes a quantity is also sent to the General Agent to be placed in the hands of his fellow-laborers for circulation. These, together with what you may find in the County Depositories should be sold so far as practicable, but sometimes given to Clergymen and other prominent friends of the Society. The price is 25 cts., which about covers the cost. When they are purchased they will be more likely to be read than if received without pay, and the money will help defray the expense of publi-

eration. If you will always have one of these in your basket of books, and exhibit it, you can sell many of them. Whatever is received for them should be sent to the General Agent, who will remit to New York. In addition to Reports you will often find in the County Depository other publications of the A. B. S. such as "Addresses at Anniversaries," "Bible Society Manuals," &c., which should be taken out and distributed by you. They are printed to do good, but may remain in the depositories until destroyed, unless circulated by the traveling agents.

COUNTY SUMMARIES.

These are designed to present a concise view of the doings of the agent in each branch Society, and also the aggregate results of his labors in the county. They are made out by entering the summaries of the branches separately, and adding them to get the aggregate. *This addition should always be made by the County Agent.* To this should be added what has been done by the local agents so far as reported. In the fore part of the form are blanks for his book and cash accounts, and on the last page, blanks for "items from the County Treasurer's account." One of these County Summaries should be exhibited to the Secretary before the annual meeting, that he may obtain items from it for his report. This should be left with him or the Treasurer. Another should be forwarded to the General Agent with the names of all the County Officers, &c., immediately after the meeting. If a County Agent attends semi-annual meetings, or labors in a County during the interim of annual ones, he should also send a County Summary, and a copy of book and cash account to the General Agent at the close of the effort.

HISTORY OF THE AMERICAN BIBLE SOCIETY.

A Bible Agent is supposed to know all about Bible Society operations, and should be able to answer almost any question concerning them, which may be asked. Hence, he will find it useful to have the "History of the American Bible Society," written by Rev. W. P. Strickland, formerly one of the Society's Agents, and its general correctness endorsed by secretaries Brigham and Holdich. He will also find its facts of use in the preparation of addresses. It is a large octavo volume, published by the Messrs. Harpers, New York, and sold at \$1.50, with perhaps a discount to agents.

MISCELLANEOUS ITEMS.

1st. When you settle with the Treasurers of Branch Societies, the papers in their possession, should be examined—such as are of no farther use, destroyed, and such as can be used hereafter, taken into your possession.

2d. Whatever printed papers, subscription books, &c., you have left when you discontinue your Agency, should be returned to the General Agent. These papers, of course, cost money, and should not be wasted or lost.

3d. Bible Society money should always be kept separate from the money of the Agent, a different pocket being used for each, so that any error in accounts can be ascertained by counting the cash on hand.

4th. You will sometimes be able to purchase Home Missionary drafts of Ministers. It will be well to do so when you can, the draft being handed to the Treasurer instead of so much money.

5th. The time for which you will be expected to charge, will be that actually spent in the service of the Society, not including that occupied in getting to the county, or that spent out of it afterwards. This is the course pursued by Teachers, Mechanics, and indeed almost every class, who are paid by the week or the month.

6th. Your necessary traveling expenses will be borne by the Society, but they should be as little as possible, and if you take the right course, avoiding public houses, you will generally be entertained gratuitously. It will be better generally, to seek the hospitality of laymen than of ministers, for the former are usually better able to afford it, and the latter have much other company. You will, of course, endeavor to make yourself a welcome guest, and not cause unnecessary trouble. If you take care of your horse yourself, he will not only often fare better, but those who entertain you will be better pleased. They will also be better pleased if you rise early and commence at once the duties of the day, either by writing or otherwise, than if you slumber until late, or remain unemployed while meals are being prepared.

7th. Your bill for expenses will include what you pay for toll, postage, stationery, &c., but not washing.

8th. Your wages can be drawn as fast as earned if necessary, but an agent should be careful *never to overdraw under any circumstances*. The amount of your salary should not be made too public, if it can with propriety be avoided.

9th. The matter on the printed papers, as well as in the "Guide," should not only be read but *studied*, so that you will become perfectly familiar with the use to be made of them. They should be kept without being rumpled, and the different kinds in separate parcels. It will be much better to carry them in *flat* packages than in rolls.

10th. Each Agent should have a small book containing the accounts between the auxiliaries on his field and the American Bible Society. He should get the Dr. or Cr. balance at a given date from the General Agent or the Treasurer at New York, and after entering it should also charge the auxiliary from time to time, with the books and records purchased, and credit it with the remittances. He can thus at any time, inform the Society of the state of its account at New York.

11th. Many of our printed papers are of the size of a sheet of fools cap, so folded as to make 16 pages,—too large to be enclosed conveniently in a common envelope. The General Agent will, therefore, if you request, furnish envelopes the size referred to, to be used in transmitting transcribing books, county summaries, &c., to him.

12th. When a Society has been organized, the work in it should be completed, and the book sent to the General Agent, before laboring much, if any, elsewhere. It is bad policy to go back two or three times to finish up.

13th. On the transcribing book and abbreviated transcribing book for the head-quarters of the *County* Society, please enter the names of the Vice Presidents and Directors, as well as those of the other officers.

14th. County Agents, sometimes through inadvertance, represent themselves as Agents of the American Bible Society, which of course

they are not, but of the various County Societies, for which they labor. This is not only a misrepresentation, but it makes the impression that there are too many Agents of the American Bible Society, and when an Agent of the Parent Society labors in any place, the people cannot understand why there should be two Agents of the same Society in the same county.

15th. In some cases there is not care enough exercised to learn the Post Offices of Officers and Agents of Branch Societies, but they are *inferred* without asking. Hence, we pay postage on many circulars, &c., which never reach those to whom they are directed. The Post Office of each Officer and Agent should be learned from the individual *himself*, or from those who are *certain* to know, unless the traveling agent is *certain* beforehand.

16th. Some agents have seemed to suppose that when they failed to have a meeting, they must postpone the work. This is not the case, as the work can be done if necessary, without a meeting, and should be performed during the time allotted to it in the programme. The meeting is of less importance than that the agent perform the work pointed out in the guide. The necessary results can not be secured unless he visits from house to house himself, and if he will do this, something will be accomplished whether a meeting can be held or not. He can also get the Society to work even without a meeting, so that something will be done after he leaves.

17th. The importance of having the nature of the annual subscriptions fully understood, is so great that every agent is solicited to read carefully the suggestions relative to this matter, and to refer to them often.

18th. Please send to the General Agent from time to time, the names and post offices of wealthy friends of our cause, so that they may be furnished with documents that will keep alive their interest, and perhaps induce liberal contributions.

19th. Please also furnish statements of any interesting incidents connected with the Bible cause suitable for publication in the Record, or elsewhere.

20th. Should there be anything in this pamphlet, or in the mode of operating, not fully understood, and should you need additional information, the General Agent will be happy to impart it, on being informed of the fact.

Finally, the Bible Agent should have his *heart* in the work, and endeavor, by every consistent method, whether suggested in the foregoing observations or not, to promote the interests of the cause to which he has pledged his time and his energies.

SPECIMENS OF BIBLE SOCIETY ACCOUNTS.

JAMES PHELPS, AS DEPOSITORY,				IN ACCOUNT WITH THE		BENTON CO. BIBLE SOCIETY.	
Dr.							Cr.
1859, June 10.	To books from the former depository,			\$25 00	1859, June 15.	By books to Jamestown Bible Society,	\$26 00
" 25.	" from New York,			70 00	Aug. 10.	" to C. Estee, county agent,	20 00
Sept. 10.	" returned by C. Estee,			4 00		" to J. Clark, local agent,	5 00
" 12.	" returned by J. Clark,			1 00		1 Bible given to Wm. Shaw,	20
						Books on hand,	20 70
						" sold in the depository,	18 00
				\$100 00			\$100 00

REMARKS.—When books are received from New York, they should be marked at the *selling* prices, and charged in the depository account at these prices, as they will be credited, when delivered, at the same. In some cases, county societies add a trifle to the N. Y. catalogue prices to cover the expense of transportation, packing boxes, insurance, &c., and even where they do not, the amount to be charged to the Depository is different from the amount of the bill, as the A. B. S. makes a discount to its auxiliaries. Hence, if merely the amount of the bill is charged, the society loses.

All books delivered should be credited at the time, and those to agents or societies should be charged to them in another part of the book. When any are returned, they shall be *re-charged* to the Depository. It is not necessary to enter the sales in the depository by *items*, as the amount can be ascertained by subtracting the amount of the other credits, including the books on hand, from the books received. The amount necessary to balance the Depository account can then be credited as books sold, and the same sum *charged* in the Treasurer's account as *cash* for books sold. No books should be sold to individuals on credit, unless the Depository will advance the money when needed.

Whenever books are delivered to a branch society or an agent, a bill should be furnished.

JAMES PHELPS, AS TREASURER,				IN ACCOUNT WITH		BENTON COUNTY BIBLE SOCIETY.	
Dr.							Dr.
1859, June 15.	To cash of Jamestown B. S.			\$34 00	1859, June 10.	By Cash paid for two blank books	\$ 50
" 28.	" J. Clark, on subscription,			7 00	" "	" depository sign	25
July 6.	" J. Clark, for books sold,			3 00	" "	" transportation	6 00
" 6.	" C. Estee, on subscription in Granville,			23 00	" "	" C. Estee, for services,	12 00
" 6.	" C. Estee, for books sold,			15 00	" "	" " expenses,	1 25
Aug. 10.	" for books sold in depository,			18 00	" "	" American Bible Society	80 00
				\$100 00			\$100 00

REMARKS.—The same individual usually acts as both depository and treasurer, as the business is connected, and the accounts should all be on one book.—Whenever a few dollars have accumulated in the treasury, the money should be forwarded (unless an agent calls) to the treasurer of the society to which this is auxiliary.—County treasurers remit to Henry Fisher, Assistant Treasurer, Bible House, Astor Place, New York. Town or precinct treasurers remit to the county treasurer, whose name can be ascertained by inquiry.—Bible money should not be used for private purposes, but forwarded promptly, that it may be doing good.—Just before the end of the year, the accounts should be balanced, and a plain business-like report prepared, showing the books received, and the disposition made of them, together with the cash which has come into the treasury, and how it has been disposed of.

ACCOUNT WITH THE PARENT SOCIETY.

Dr.	AMERICAN BIBLE SOCIETY	IN ACCOUNT WITH THE	BENTON COUNTY BIBLE SOCIETY.	Cr.
1859.				
Aug. 10.	To cash on account	- - - - -	\$60 00 June 10. By balance due this day,	- - - - - \$50 00
" "	as a donation,	- - - - -	" 25. " bill of books	- - - - - 70 00

REMARKS.—The object in keeping this account is, that it may be known at any time how much the society is owing for books, or how much credit it has in New York. The donations, of course, will not affect the balance; but it is well to enter them, that their amount may be known hereafter. By placing them at the left hand of the column of remittances on account, they will not be added when it is desirable to ascertain balances.

ACCOUNT WITH A BRANCH SOCIETY.

Dr.	JAMESTOWN BIBLE SOCIETY,	IN ACCOUNT WITH	BENTON COUNTY BIBLE SOCIETY.	Cr.
1859.				
June 15.	To books per C. Estee,	- - - - -	\$17 00 June 15. By cash per C. Estee,	- - - - - \$34 00

REMARKS.—This account is not designed to be balanced, but to be kept open for entries year after year. The branch societies pay in what monies they receive, and draw out what books they need. If they cannot pay for all they obtain, the difference is a donation to the branch societies, to aid in supplying their destitute. If they pay in more money than the value of the books which they draw out, the difference is a donation to the county society, to aid in supplying other places. By keeping the account in this way, it can be ascertained years hence, just what each society has paid, and the value of the books it has drawn.

When money is received from a branch society, it should not only be credited to said society, but charged in the treasurer's account. When books are delivered to a branch society, they should not only be charged to said society, but credited in the depository account. No entries should be made in the accounts with branch societies, except the books are delivered and the cash received.

BOOK ACCOUNT WITH THE COUNTY AGENT.

Dr.	C. ESTEE,	IN ACCOUNT WITH THE	BENTON COUNTY BIBLE SOCIETY.	Cr.
1859.		1859.		
June 6.	To bill of books,	\$40 00	June 10. By books to Jamestown Bible Society,	\$17 00
" 20.	"	30 00	" " Salem Bible Society,	6 00
July 6.	"	20 00	" " Brookfield Bible Society,	20 00
			Aug. 10. " given	10 00
			Aug. 10. " sold	15 00
			Aug. 10. " returned	22 00
		\$90 00		\$90 00

REMARKS.—The county agent obtains from the Depository books at various times, as he may need, which are charged to him. Of those, he sells what he can, gives away and delivers to branches what are necessary, and returns the rest. He is expected of course, to pay over money enough for books sold, to make his account balance. The books delivered to branches are not only credited to the agent, but charged to the societies receiving them.

CASH ACCOUNT WITH A COUNTY AGENT.

Dr.	C. ESTEE,	IN ACCOUNT WITH THE	BENTON COUNTY BIBLE SOCIETY.	Cr.
1859.		1859.		
June 10.	To cash of Jamestown Bible Society,	\$34 00	Aug. 10. By services,	\$12 00
June 10.	To cash of Salem Bible Society,	20 00	Aug. 10. By expenses,	1 25
Aug. 10.	To cash on subscription in Granville,	23 00	Aug. 10. By cash paid county treasurer,	58 78
Aug. 10.	To cash for books sold,	15 00		
		\$92 00		\$92 00

REMARKS.—At the conclusion of the labors of an agent in a county, he reports to the county treasurer what he has received, which is charged to him—the part of it from branch societies being also credited to those branches. Having previously been credited with sums which he has paid in at various times, he is now credited with the amount of his services and expenses, and pays over enough to balance his account. The amount paid to the agent for services and expenses, whether it actually passes through the hands of the treasurer or not, should be charged in his account, and credited as paid to the agent. In this way, the treasurer's account will show all that has been received, and furnish material for a correct report. The traveling agent should keep accounts of his own, corresponding with these two on the treasurer's book.

ACCOUNT WITH A LOCAL AGENT.

Dr.	JAMES S. CLARK, AS AGENT,	IN ACCOUNT WITH THE	BENTON COUNTY BIBLE SOCIETY.	Cr.
1859.				
June 28.	To bill of books,			
July 6.	To donations collected,			
Sept. 1.	"			
	REMARK.—When local agents pay money they should be asked what part is on subscriptions and what for books sold, so that it may be entered separately.			
		1859.		
		July 6.	By cash for books sold,	\$3 00
		10 00	By books donated,	1 00
		July 6.	By books returned,	1 00
		5 00	Cash on subscriptions,	10 00
		July 6.	"	5 00
		Sept. 1.	"	5 00
				\$20 00

GENERAL REMARKS.

The foregoing are designed to be specimens of accounts necessary to be kept in the county treasurer's book; but similar ones, with some exceptions, will be needed on the book of the branch treasurer.—Here, however, the accounts with the Parent Society—with the branch societies—and with the county agent, will be omitted.—On the county book, accounts should be opened only with such local agents as reside in the vicinity of the head quarters of the county society; while those within the bounds of the branches, have their accounts on the branch society books.—The necessary entries suggested in the foregoing specimens, should be made as soon as it can be ascertained what ones to make; as delays and reliance upon memory result in confusion and embarrassment.—The account book should always be open to the inspection of the traveling agent, as he will need information from it in the prosecution of his labors.—The county agent will find these specimens of use to him, and should endeavor to understand them fully. Care should be taken to have the different accounts correspond, so far as it is proper that they should.—For instance: If books are *credited* in the *depository* account, as sold, the same amount should be *charged* in the *treasurer's* account, as *cash for* books sold.—So, also, if money is credited to a local agent, it should also be charged to the treasurer.—With regard to the *order* of these accounts it is well to have those of the depository and treasurer first, and to leave several pages after each, for future entries.—The accounts with the American Bible Society, and with branch societies, need occupy but two pages each, as the entries will be few.—It will be well to commence the local agents' accounts in the back part of the book, and extend towards the middle, until they meet those from the other way.—When a book becomes full, and a new one is commenced, (if it is a *county book*;) the *aggregate* of money paid and books drawn by branch societies up to that time, should be transcribed.—By keeping the accounts in accordance with these specimens, it will be easy from the book to make out a correct, full, and interesting report—one that will show to the patrons of the society, its present condition, and just what has been done during the past year.

PLEASE FASTEN THIS INTO THE TREASURER'S BOOK FOR FUTURE REFERENCE.

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